

Santa Fe ISD

Indian Pride



Financial Training 2025-2026

November 2025

SANTA FE INDEPENDENT SCHOOL DISTRICT

BUSINESS OFFICE BOOKKEEPER TRAINING

Tuesday April 28, 2020



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SFISD Print Procedures

Job Requests:

- All job requests must be entered into **Eduphoria** in a timely manner. ALL STAFF must place a request using this process for Business or Personal printing requests.
!!AN EMAIL IS NOT A COMPLETE REQUEST!!
- Give complete instructions. Jobs will be processed according to the instructions given on the request. If the instructions are incomplete, the form will be returned to you, causing further delay.
- Business requests as listed below: "All Print Shop Requests -SFISD Campuses" these must be approved by book keeper and **will need acct code**. *When order is completed an invoice will be attached to your Eduphoria ticket.*
- Personal requests as listed below: "Personal Print Orders" Orders will be fulfilled according to request details and **must be paid upon receiving invoice**. You can call with credit card at ext.9079, send payment through inter office system or come by with payment. We take *Cash, Check and Credit*.



Personal Print Orders

This request is for Personal Orders for SFISD Staff Only. Includes ALL print services including banners, cards, invitations, etc.



All Print Shop Requests - SFISD Campus

****DO NOT SUBMIT WITHOUT INCLUDING AN ACCOUNT CODE**** This request is for campus orders requested by SFISD staff. Includes copies, banners, cards, etc.

- Plan ahead. Allow at least two (2) business days for each job to be processed **once fully approved in Eduphoria**. If the request is large please allow for a three to four day (3-4) processing time if needed.
- **Requests without an account code will NOT be accepted for any district orders. All personal orders require payment prior to the job being completed.**
- If a request is made without a code an email will be sent to the employee that made the original request explaining procedures. The job will be completed once an account code is given or payment is made (unless you have a pre-approved house account).
- Equipment should not be removed from the print shop area.
- If black/white or color is not specified, black/white will be used.
- If a paper choice isn't noted, copy paper will be used.
- Make sure to choose Pick up/Delivery method. Please keep in mind delivery is sent through our interoffice system and can take more time to arrive at your campus.

If you have any questions please email angela.kennedy@sfisd.org or call (409) 925-9082.

Please visit our page on the SFISD website to see the services we offer.

Note: The website link is **NOT** the system for employees to request printing services.

Our community uses the print shop website link to place orders using form space.

Employees should not use this as it will can cause errors when invoicing the order.

Santa Fe ISD

Tribal Art Print Shop

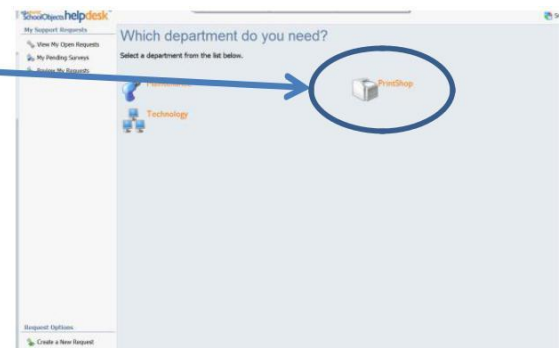
Ordering Instructions

Log on to Eduphoria with your Username and Password

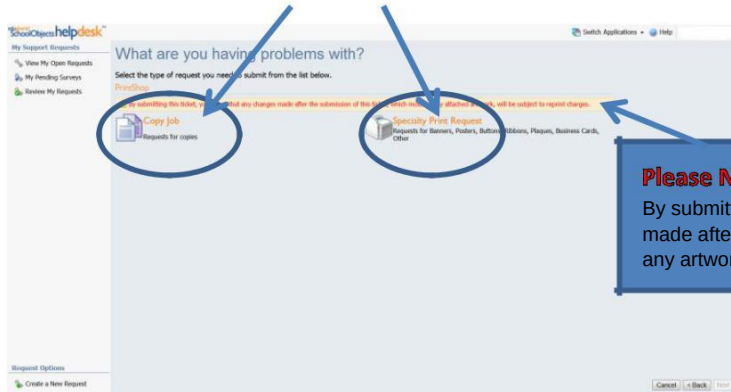
1. Click helpdesk



2. Click PrintShop



3. Click Type of Job

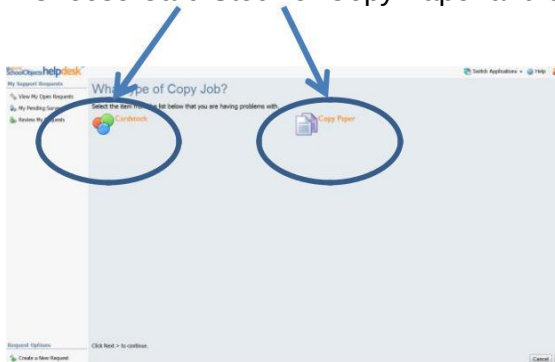


Please Note Disclaimer:

By submitting this ticket, you agree that any changes made after the submission of this ticket, which includes any artwork, will be subjected to reprint charges.

Copy Orders-

Choose Card Stock or Copy Paper and complete the form.



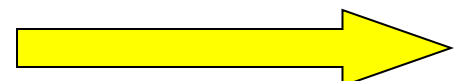
Specialty Orders-

Choose appropriate item and complete the form



- Banners and Posters
- Buttons and Ribbons
- Other Specialty
- Plaques
- Professional Business Cards

Continue on back



This is where you will fill out all the instructions and information for you request.

Enter the details of your request below

Make sure all of the information below is filled in and click "Submit Request".

- * Campus: --Select a Campus--
- * Room:
- * Priority: ☐ Low ☒ Normal ☐ High
- * Phone / Extension:
- * Delivery Date/Time: Not Set Print Shop Policy is for a 2 day minimum for all jobs to be completed.
- * Pickup / Delivery Instructions:
- * Account Code: **District Request MUST have an account code. If you are paying for your request out of pocket, type "Cash" or "Check" here.**
- * Laminating Choice: * None
- * Quantity:
- * Paper Size: (a) 8.5" x 11"
- * Cardstock Color Choice: (a) Lift-off Lemon
- * Copy Quality: Black & White
- * Paper Layout: * Single Sided
- * Staple Options: * None
- * Binding Options: * None
- * Detailed Request:

Attachments:

Quotes may be provided upon request. Once accepted, production on your order will begin.

Please note: Orders do not come through to Printshop until approved from your campus.

For any and all questions or concerns (submitting orders, pricing, completion dates, etc.) please contact Angela Kennedy, Print Shop Manager/STRIVE. angela.kennedy@sfisd.org

Santa Fe ISD

2025-2026 Academic Calendar

July 2025						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2025						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2025						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2025						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2025						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2026						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2026						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2026						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2026						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2026						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

School Times						
Elementary:	8:40am - 4:00pm					
	Early Release 1:00pm					
Junior High:	7:50am -3:12pm					
	Early Release 12:12pm					
High School:	7:20am-2:52pm					
	Early Release 11:52am					

	Student/Staff Holiday
	Early Release Day-All Campuses
	Staff Work Day (no school)

	Teacher Professional Learning (no school)
	New Teacher Professional Learning
	Teacher PL Exchange Day (no school)

	First and Last Day of School
	PK, Kinder, 6th & 9th Grade
	Transition Day

11-Aug	PK/Kinder/6th/9th Transition Grade Level First Day of School
12-Aug	First Day of School - ALL Students
1-Sep	Student/Staff Holiday - Labor Day
29-Sep	Teacher PL Day (No School)
10-Oct	Teacher PL Exchange Day (No School)
13-Oct	Student/Staff Holiday - Columbus Day
Nov. 24-28	Student/Staff Holiday - Thanksgiving Break
19-Dec	Early Release - ALL Students
Dec. 22-Jan 2	Student/Staff Holiday - Christmas Break
5-Jan	Staff Work Day (No School)

6-Jan	Teacher PL Day (No School)
19-Jan	Teacher PL Day (No School) - MLK Day
13-Feb	Teacher PL Day (No School)
16-Feb	Teacher PL Exchange Day (No School) - President's Day
Mar. 9-13	Student/Staff Holiday - Spring Break
16-Mar	Teacher PL Day (No School)
3-Apr	Student/Staff Holiday - Good Friday
6-Apr	Teacher PL Exchange Day (No School)
21-May	Last Day of School/Early Release - All Campuses
22-May	Graduation

Board Approved: 12/16/24

Nine Week Grading Periods: NW1: 8/12-10/9 NW2:10/14-12/19 NW3: 1/7-3/6 NW4: 3/17-5/21

SANTA FE ISD
BUSINESS DEPARTMENT PROCEDURES EMPLOYEE
REFERENCE GUIDE

Chief Financial Officer: Alex Sanchez 409-925-9029

Tax Accessor & Accountant: Sarah Pfluger 409-925-9041

Cash Deposit/Cash Receipt
Booster Club
Private Music Lesson Instructor's Registration Forms
District Fire Drill Reports
Independent Contract Agreements
Student Fee Management
Approvals: New Vendors Requests and ACH set up
Check Requests

Purchasing Specialist: Janet Ferguson 409-925-9023

Amazon and Sam's Online Orders
Purchasing Questions
Contracts/ILA/Contracted Services
Bid Procedures
Questions Regarding Adding Vendor
Forms E-commerce Orders

Accounts Payable Specialist & Finance Admin. Assistant: Julie Mitchell 409-925-9039

District Purchasing Cards
Accounts Payable & Travel
Processing Status of Check Requests
Status of Invoices/Vendor Payments

Payroll Clerk: Jennifer Smith 409-925-9022

Employee Access Information (Including Login or Password)
True Time Questions
Pay Questions (Salary or Extra Duty)
Deductions for District Programs (Creative Explorers, SOAR, Laptop Insurance, etc)
Direct Deposit
Withholding Information – W-4
W-2 Questions
Teacher Retirement System
Wage Garnishments

Coordinator of Benefits & Risk Management: Taylor Lunsford 409-925-9024

Open Enrollment/Employee Benefits
Time Off
Worker's Compensation
Bereavement
Extended Leave
FMLA
Catastrophic Leave
403(b) and 457 Plans
1095-C

Print Specialist: Angela Kennedy 409-925-9082

All District Printing Needs

Accounts Payable

Invoices

Vendors are to send any invoices directly to Accounts Payable. Any invoices that are sent to the department bookkeeper or campus teacher/sponsor must be forwarded to Accounts Payable immediately for processing.

- A/P contact information (i.e. addressed to campus/department) must be corrected with the vendor to read (DO NOT USE ANY PHYSICAL ADDRESS FOR BILLING):

**SANTA FE ISD
ATTN: ACCOUNTS PAYABLE
P O BOX 370
SANTA FE, TX 77510**

The Account Payable Specialist will contact each Bookkeeper weekly with invoices to be paid and anything outstanding. The Accounts Payable Calendar for the 2020-21 School Year is included and will be posted on the website: *Departments/Business/Accounts Payable & Travel*.

- Items submitted after the deadline are not guaranteed to make the weekly check run.
- If the item being submitted after the deadline *MUST* be cut in the current check run, the Bookkeeper or Budget Manager must notify Accounts Payable ASAP via e-mail.

Purchase Order Payments

- Once goods are delivered on a detailed PO, the Budget Manager or Bookkeeper will receive the items via the Purchasing Receiving module on Skyward Web. (Please see notes under the Purchasing section of this manual).
- A copy of the packing slip, if received, should be uploaded to the PO in the Purchasing Receiving module.

Blanket Purchase Orders

- Invoices for a Blanket PO must have a signature and PO number on the invoice submitted for payment.
- If more than one page, write the PO number on all supporting documentation. This will ensure any paperwork that is separated from the original file will be returned to the correct documentation.
- Attach small receipts via tape to a separate sheet of paper to avoid being lost
Example: Arlan's receipts.
- Please note, as stated in the purchasing section, only certain departments will be allowed to process Blanket Purchase Orders.

Accounts Payable PCard Payments

Invoices to be paid with the Accounts Payable Credit Card must have the account code written on it and signed for approval.

Electronic Check Request

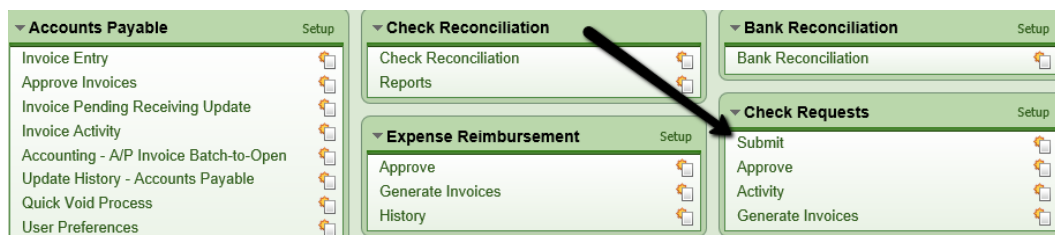
When to use Electronic Check Request

- Athletic Entry Fees/Registration
- Non-Employee Reimbursement
 - (I.E. – Student/Parent refund or reimbursement)
- Field Trip Payments (if unable to use PCard)
- Other Items as Approved by Supervisor, Director and CFO

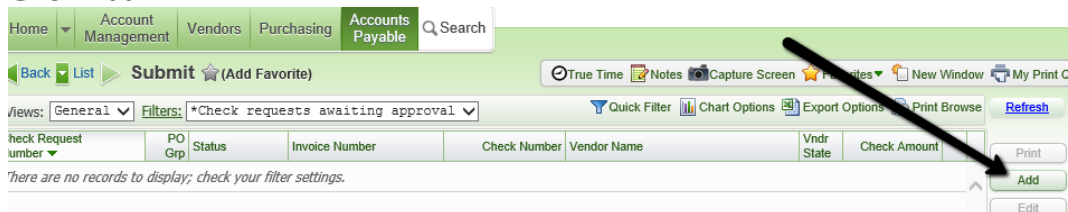
PCard may be used for purchases up to \$500.00

How to Create an Electronic Check Request

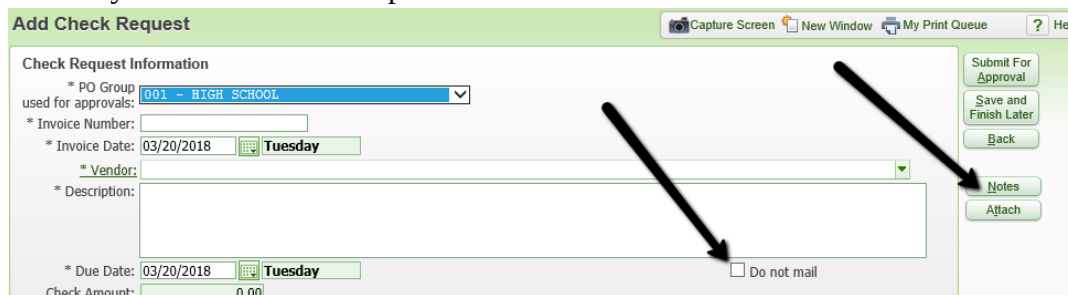
- Open Skyward Web
- Under Financial Management select Accounts Payable
- Under Check Request box click Submit



- Click Add

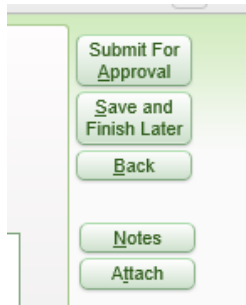


- If you do not want the check mailed, please mark the box “Do Not Mail”
- You may also add notes with particular instructions.



- PO Group is already assigned to your login
- Enter Invoice Number
 - Note – only one invoice number per check request
 - If no number is available, use a date range or information that is specific for the transaction
- EX: 071315FTRFD – DATE 7/13/2015 - Field Trip – Refund

- Enter Vendor
- Enter Description
- Mark Do Not Mail box if check needs to be held for pick up
- Under Check Request Detail Line Entry
 - Enter Line Description
 - Can be the same as description above
 - Enter Invoice Amount
 - Enter General Ledger Account Code
 - Repeat these steps if needed
- Click attach and attach the back up or invoice



- Click Submit for approval once attached. This is the same process as attaching documentation to a PO or New Vendor Set Up.
- Review the information on the Edit Check Request Screen
- Click Submit For Approval
- The check request will now go through the same approval process as a PO

*****REMINDER*****

Run an Open P.O. Report monthly and notify Accounts Payable on the status of aging PO's

****Please refer to Budgetary Data Mining Training on the Public Drive****

This PC > public (\\sf-staff2) (P:) > Admin > Business > Trainings				
	Name	Date modified	Type	Size
Santa I :s	2015 Summer Bookkeeping Training	7/16/2015 10:55 AM	File folder	
	Skyward Budgetary Data Mining	6/16/2014 11:41 AM	File folder	
	Entering a BPO via the web	9/17/2012 10:10 PM	Microsoft Word D...	1,034 KB
	YDA PURCHASE ORDER	9/17/2012 10:10 PM	Microsoft Word D...	957 KB
	YMA PURCHASE ORDER	9/17/2012 10:11 PM	Microsoft Word D...	1,266 KB

At Year End, Purchase Order History report needs to be submitted with notes regarding missing invoices/payments and PO's that can be closed

Please contact Donna Folse at extension 9209 with any questions regarding running a PO report.

SANTA FE INDEPENDENT SCHOOL DISTRICT

Purchasing Procedures and Vendor Information

FORWARD:

This information has been compiled as a guide to acquaint vendors and suppliers with District purchasing policies and procedures.

Santa Fe Independent School District Purchasing is a part of the Business Department and responsible for the organization and administration of the purchasing/procurement functions for the District in accordance with the authority delegated by the Superintendent and Board of Trustees.

The primary function of Purchasing is to meet the product and service needs of the District by:

- 1) Obtaining the best product at the lowest cost to the taxpayer while complying with all federal, state and local laws as well as District policies and guidelines;
- 2) Achieving a reliable and timely delivery for the requesting school or department;
- 3) Promoting fair competition among bidders;
- 4) Insuring an equal opportunity for all vendors to secure District business;
- 5) Educating and informing all vendors about District rules, regulations and methodology for the basis of bid awards;
- 6) Constantly seeking to identify and implement strategies and techniques that will enhance the level of service and integrity.

As a support organization of the District charged with the acquisition of goods and services requested by instructional and administrative departments, purchasing will function in a manner consistent with applicable laws, School Board Policies, the Uniform Commercial Code and other sound business practices.

Purchasing shares with the Business Department, the responsibility of expending District funds in such a manner that will meet all requirements of the State, Federal and District procurement regulations and safeguard the public trust.

Effective purchasing is a cooperative venture between Purchasing, campuses and other departments within the district. The purpose of this manual is to provide guidelines and procedures of the procurement process for all District personnel. The procedures contained in this manual, are intended to comply with all applicable laws, policies and procedures. In the event of a conflict, the appropriate law or policy shall prevail.

GENERAL STANDARDS AND ETHICS:

Ethics relating to conflicts of interest, financial interests in firms conducting business with the district, kickbacks, gratuities and improper use of a position or confidential information, are clearly communicated throughout the District.

Additionally, District personnel should be aware that under Texas Education Code, Chapter 44, Section 44.031, as well as other state or federal statutes regarding the expenditures of public funds, there are penalties for violations of purchasing processes which can include criminal prosecution and loss of employment opportunities.

There are certain common standards of ethics which govern the conduct of employees involved in the purchasing function. The fundamental standards for Santa Fe ISD purchasing processes are as follows:

- 1) It is a breach of ethics to attempt to realize personal gain through employment with a public school district by any conduct inconsistent with the proper discharge of the employee's duties.
- 2) It is a breach of ethics to attempt to influence any public employee of a district to breach the standards of ethical conduct set forth in this code.
- 3) It is a breach of ethics for an employee of a district to participate directly or indirectly in a purchase or procurement if the following applies:
 - a. The employee or any member of the employee's immediate family has a financial interest pertaining to the procurement;
 - b. A business or organization in which the employee, or any member of the employee's immediate family, has a financial interest pertaining to the procurement; or

- c. Any other person, business or organization with whom the employee or any member of the employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement.

INTEGRITY:

Fairness and impartiality in all phases of the process are an essential part of any transaction in public purchasing. Dealings with vendors and peers must be open, honest and objective. When meeting with vendors, SFISD will have at least two representatives present.

Like all service functions, the objective of Purchasing is to provide quality service for the District's campuses and departments. The process cannot be both effective and self-serving; the two are incompatible.

PURCHASING CODE OF ETHICS:

Endeavor to obtain the greatest value for every District dollar expended but conducting business in a manner consistent with exemplary business practices, district policies and legal status.

Give prompt and courteous reception to all District staff and legitimate business representatives.

Provide support to the District's campuses and departments charged with the responsibility of creating an educational environment of excellence.

Insure that all responsible bidders receive equal consideration and the assurance of unbiased judgment in determining whether their products meet the educational and/or operational needs of the District.

Always consider the interests of the District and the enhancement of its educational programs first.

Strive for a thorough knowledge and understanding of the District's equipment and supplies in order to assist in the "best value" evaluation for the products and services purchased.

Work to identify and implement strategies and techniques that will preserve the integrity of the department while enhancing the level of service provided by the department.

Never accept gifts or favors which might influence or be construed to influence the purchase of goods and services.

PURCHASING AUTHORITY:

Santa Fe ISD Board Policy Manual lists the following under CH (LEGAL) and CH (LOCAL):

The Board may adopt rules and procedures for the acquisition of goods and services. *Texas Education Code 44.03J(d)* CH (LEGAL)

The Board may delegate its authority regarding an action authorized or required to be taken by the District by *Texas Education Code Chapter 44, Subchapter B*, to a designated person, representative or committee. CH (LEGAL)

The Board may not delegate the authority to act regarding an action authorized or required to be taken by the Board by *Texas Education Code Chapter 44, Subchapter B*. CH (LEGAL)

The Board delegates to the Superintendent or designee the authority to make budgeted purchases for goods or services. However, any single, budgeted purchase of goods or services that costs \$25,000 or more, regardless of whether the goods or services are competitively purchased, shall require Board approval before a transaction may take place. CH (LOCAL)

All purchase commitments shall be made by the Superintendent or designee on a properly drawn and issued purchase order, in accordance with administrative procedures. The following goods and services do not require purchase orders:

- Waste/water
- Electricity
- Internet/phone service
- Copier lease and per click amount

- Fuel
- Property insurance
- Auto and general liability insurance
- Galveston Central Appraisal District
- Legal fees
- Personnel salaries
- Purchases under \$500
- Bond/indebtedness payments

The Board shall assume responsibility for debts incurred in the name of the District so long as those debts are for purchases made in accordance with adopted Board policy and current administrative procedures. The Board shall not be responsible for debts incurred by persons or organizations not directly under Board control. **Persons making unauthorized purchases shall assume full responsibility for all such debts.**

PURCHASING LIMITS:

Texas Education Code ,Chapter 44 defines the methods of procurement to be utilized by school districts based on the level of expenditure during a twelve month period. All expenditures are looked at in the aggregate, that is all locations in the District are considered as one unit.

There are different categories of purchases including personal property, services, construction and real property. Personal property is defined as including, but not limited to, any item or thing that can be moved from one location to another or is consumable and does not include real property such as land, buildings and repairs or renovations to buildings. Services can include both professional and non-professional services. Professional services are generally defined as those for which a special qualification or licensing is required.

In order to determine the level of expenditures, Purchasing has developed a grouping of commodity categories and sub-categories, based on those listed in the Texas Education Agency Financial Accountability System Resource Guide. These categories include, but are not limited to:

- Athletic Supplies
- Custodial
- Food Service
- Instructional - Capital Equipment
- Instructional Supplies
- Maintenance
- Transportation
- Bank Depository
- Printed Forms
- Nonprofessional Services
- Real Property
- Insurance

These commodities are grouped so that contracts for the purchases of these items can be awarded in a competitive process to assure the District is receiving best value for budgeted expenditures and are in compliance with all statutes, policies and procedures. A complete list of all commodity groupings can be found on the District website at www.sfid.org under the Business Department/Purchasing.

District transactions are monitored within Purchasing so that procurements can be grouped as needed and required under these guidelines. All procurements must be classified within a designated commodity code.

IMPERMISSIBLE PRACTICES:

Texas Education Code Chapter 44, Section 44.032, prohibits the separate sequential or component purchases to avoid the purchasing limit requirements as set forth in this document. Violations of this or other provisions of the procurement statutes can result in criminal charges, removal from office, and/or termination of employment.

PERSONAL PURCHASES:

District employees are prohibited from purchasing supplies or equipment for personal use with District funds. All items purchased with District funds are the property of the District. Violations could result in criminal charges and/or termination of employment.

TAX EXEMPT STATUS:

The District is a political subdivision of the State of Texas and as such is exempt from State sales tax under Chapter 20, Title 122A, Revised Statutes of Texas.

Items or services purchased for which tax exemption status is claimed must be used within the performance of the District's business.

It is a criminal offense to utilize this tax exempt status for any other purpose.

SCHOOL DISTRICT PERSONAL PROPERTY PURCHASES UP TO \$50,000 IN AGGREGATE:

Schools and departments are encouraged to use vendors currently under contract with the District for all procurements. **If the District does not have a current contract for the commodity or service needed, the following procedures apply.**

For purchases of personal property or services totaling less than \$25,000 in the aggregate for the fiscal year, schools and departments will be allowed to purchase using the best value criteria for the individual transaction, with the following guidelines:

- 1) Purchases up to \$500 *may* be made in the most expeditious manner possible, including the use of District P Cards, in order to meet the needs of the schools and departments. Although encouraged to utilize vendors within the system, new vendors may be added as needed.
- 2) Purchases of \$501 to \$2,499, campuses and departments must include a written quotation with the requisition. Although encouraged to utilize vendors within the system, new vendors may be added as needed.
- 3) Purchases \$2,500 to \$24,999, three written quotes are required. The requisition will not be processed until written documentation of the quotes has been provided. Purchasing maintains lists of vendors who have expressed interest in doing business with the District. Please seek assistance from Purchasing in obtaining information on potential vendors.
- 4) Purchases over \$25,000 require Board approval. Three written quotes are required.
- 5) For any purchase over \$50,000, a formal competitive procedure of procurement must be followed. Purchasing will assist campus and department personnel in following the statute requirements for competitive procurements and in preparing contract recommendations for Board consideration.

Failure to follow these guidelines could result in a delay of processing the request. For assistance in this process or obtaining quotes, please contact Janet Ferguson, Purchasing Specialist, at janet.ferguson@sfsd.org.

SCHOOL DISTRICT PURCHASES OF PERSONAL PROPERTY OR SERVICES VALUED AT \$50,000 OR MORE IN THE AGGREGATE:

As directed in Texas Education Code Chapter 44, Section 44.031, Purchasing Contracts. (a) *Except as provided by this subchapter, all school district contracts, except contracts for the purchase of produce or vehicle fuel, valued at \$50,000 or more in the aggregate for each 12-month period shall be made by the method, of the following methods, that provide the best value for the district:*

- 1) Competitive bidding
- 2) Competitive sealed proposals
- 3) Request for proposals
- 4) An interlocal contract
- 5) A method provided by Chapter 2269, Government Code for construction services
- 6) Reverse auction
- 7) Political subdivision

An example is each campus orders t-shirts, it may not be \$50,000 in one purchase, but other campuses are ordering t shirts which put that commodity over the purchasing threshold and only approved vendors should be used,

EXCEPTIONS TO COMPETITIVE PROCUREMENT REQUIREMENTS:

Produce or Fuel - There is an exception for produce and fuel that allows the District to use any method listed previously or those in Texas Education Code Chapter 44, Section 44.034.

Cooperative Purchase Programs - All items and services available through a Board approved cooperative have satisfied all procurement regulations for competitive procurement. No further bidding prior to purchase is required.

Professional Services -An additional exception applies to professional services as defined under Government Code, Chapter 2254, Subchapter A, Section 2254.003. Contracts for professional services may not be awarded on the basis of competitive bids.

Sole Source Exception - As allowed under Texas Education Code Chapter 44, Section 44.031, the District is allowed to purchase items available from a single source without complying with the competitive procurement provisions. Sole Source items are defined as follows:

- 1) an item for which competition is precluded because of the existence of a patent, copyright, secret process, or monopoly;
- 2) a film, manuscript, or book;
- 3) a utility service, including electricity, gas, or water; and
- 4) a captive replacement part or component for equipment.

These exceptions do not apply to mainframe data processing equipment and peripheral attachments with a single item purchase price of \$15,000 or more.

Vendors claiming sole source status will be required to complete a Confirmation of Sole Source Compliance by Vendor form which can be found on the District website. Without properly completed documentation, this exception may not be considered.

Emergency Damage or Destruction - If school equipment, a school facility, or a portion of a school facility is destroyed, severely damaged, or experiences a major unforeseen operational or structural failure, and the Board determines that the delay posed by the contract methods required by this section would prevent or substantially impair the conduct of classes or other essential school activities, then contracts for the replacement or repair of the equipment, school facility, or portion of the school facility may be made by a method other than the methods required by this section.

School Bus Purchases - Each contract proposed to be made by a school district for the purchase or lease of one or more school buses, including a lease with an option to purchase, must be submitted to competitive bidding when the contract is valued at \$20,000 or more.

Leases and Rentals - Any leases or rentals of personal property or services are subject to the procurement procedures outlined in this document. An exception may be made for lease of real property where sole source limitations might apply due to location or building requirements.

However, it is mandatory that any contracts for such transactions contain the time period for the contract, stating both the beginning and ending date. If the ending date extends past the current fiscal year ending date, a cancellation clause must be contained in the contract allowing cancellation for non-appropriation as listed in Local Government Code Chapter 271, Section 271.903.

CONTRACT TIME PERIOD:

As previously stated, the District may only use funds appropriated by the Board in the approved budgets. Therefore, no employee has the authority to commit funds in future budgets. While contracts may be issued for any time period as agreed to by the District and vendor, if the contract extends beyond the end of the current fiscal year, it must contain a cancellation clause as defined by Local Government Code, Subchapter A, Section 271.903. This clause permits the District to cancel, without penalty, any contract for which the Board does not allocate funding in the sequential year's budget. If a competitive procurement process is utilized such as a Request for Bid or Request for Proposal, the contract time period must be clearly defined.

BID PROCESS:

If it is determined that the personal property or service needed will require either a Request for Bids or Request for Proposals process on the open market, Purchasing will prepare the bid documents. The requesting department will be responsible for providing specifications of the products or services needed. Specifications cannot be used that preclude competition in the marketplace on comparable items or services. The use of any brand name or manufacturer's reference should be descriptive, not restrictive, and should

merely indicate the type and quality of the items desired. Detailed specifications are requested but at the least, all specifications should include the minimum acceptable requirements or features. Alternate bids may be considered for award if in the best interest of the District.

Upon conclusion of the bidding process, the bid will be opened in the Business Department. The requesting department will be responsible for tabulating, evaluating, scoring the results and providing a written recommendation to the Business Department for award. The Business Department will review and prepare the agenda item for Board approval and submit it for consideration. If approved and awarded by the Board, Purchasing will publicize the results on the District webpage along with notifying the vendors involved in the process.

In accordance with Texas Education Code, Chapter 44, Section 44.031, Notice of the time and place that bids or requests for qualifications are opened must be published once a week for at least two weeks prior to the deadline for receipt. The notice must include the date, time due and location of the bid or qualification request is to be opened. Such notices must be published in the county where the District's administrative office is located. Bids and proposals will be opened in a public meeting by the Business Department. All such openings are open to the general public or any interested party.

VENDOR INFORMATION:

Santa Fe Independent School District continuously solicits prospective vendors for bids on categories of personal property as required by Section 44.031 of the Texas Education Code. The District has selected vendor qualification criteria that includes, but not limited to, the following:

- 1) the purchase price;
- 2) the reputation of the vendor and of the vendor's goods or services;
- 3) the quality of the vendor's goods or services;
- 4) the extent to which the goods or services meet the district's needs;
- 5) the vendor's past relationship with the district;
- 6) the impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses;
- 7) the total long-term cost to the district to acquire the vendor's goods or services;
- 8) any other relevant factor specifically listed in the request for bids or proposals.

The District shall not restrict vendor competition by requiring any of the following as selection criteria:

- Unreasonable requirements, such as excessive experience or bonding, brand name products or geographic preferences that would unduly restrict competition among qualified vendors
- Arbitrary restrictions that are not essential to the bid/proposal specifications

Any vendor wishing to do business with Santa Fe Independent School District may complete the vendor information, forms and email those forms along with detail describing the goods and services offered to Purchasing@sfnisd.org.

COOPERATIVE PURCHASING CONTRACTS:

To conserve and coordinate the use of public funds, a school district may enter into agreements for the cooperative purchase of goods and services between itself and other local governments or agencies (interlocal agreement).

Such contracts, if competitively bid by the cooperative administration, satisfy the requirement for competitive procurements listed under Texas Education Code, Chapter 44, Section 44.031.

Participation is allowed through the execution of an interlocal agreement between the Santa Fe I.S.D. Board of Trustees and the Cooperative Administrator(s). The District currently has active membership in a number of Purchasing Cooperatives. These include, but are not limited to the following:

Texas Department of Information Resources (DIR)

Region IV - (TCPN)

Region VIII - (TIPS/TAPS)

Region XIX - (Allied States Cooperative)

Region XX - (Pace Purchasing Cooperative)

Houston-Galveston Area Council – (HGAC)

Harris County Department of Education – (Choice Partner's Cooperative)

Purchasing Solutions Alliance – (PSA)

State of Texas Cooperative Purchasing Program – (Texas Smartbuy)

The Local Government Purchasing Agreement – (BUYBOARD)

Eandl

National Cooperative Purchasing Agreement (NCPA)

Central Texas Purchasing Alliance (CTPA)

EPIC6 (Educational Purchasing Interlocal Cooperative)

Purchases under these contracts can expedite the procurement process for departments and campuses.

PURCHASE ORDER PROCESS:

The following information is the general and appropriate path a purchase order will follow:

- 1) Requisitions originating at the department or campus level will be entered by the Bookkeeper or Administrative Assistant.
- 2) Once the requisition has been entered, the Budget Manager will receive an email notification that the requisition is awaiting approval.
- 3) After the Budget Manager approves, the requisition will be verified for accuracy by the Purchasing Specialist and Accounting Manager, then final approval will be awarded by the Chief Financial Officer. A requisition does not become a purchase order without the final approval of the CFO.
- 4) Purchase orders, unless otherwise stated, will be processed for distribution by the Purchasing Specialist. The original copy of the purchase order will be emailed to the vendor. Any attachments that should be sent to the vendor with the original purchase order, must be scanned and attached to the order while still in requisition status.
- 5) Purchase order numbers may not be given to the vendor prior to the final approval stage of the purchase order. Any special circumstances for processing purchase orders after final approval, must be communicated to the Purchasing Specialist immediately via email, prior to the distribution process.
- 6) All purchase orders will be received in Skyward Finance either as the items are delivered or when the order has been delivered in its entirety.

INDEPENDENT CONTRACTORS:

From time to time, departments and campuses contract with individuals or companies for certain services or programs. The term "independent contractor" is used in these instances to denote Non-District personnel performing such services or programs on District property or on behalf of the District. Depending on the value of the services or program to be provided, the award for such contracts may be subject to competitive procurement procedures. As soon as the requirement for the desired services or program is identified, the department or campus should contact the Business Department to determine the proper procurement procedure.

All independent contractors will be required to sign an Independent Contract Agreement and provide proof of insurance at the levels recommended by the District or a Bodily Injury and Property Damage Waiver. Additionally, Independent Contractors are required by statute to provide a Criminal History Certification by Independent Contractor/Subcontractor affidavit certifying that the statute requirements have been met and will be monitored by the Contractor.

All contract agreements, Criminal History information and purchase orders related to the service must be completed in their entirety and on file in the Business Department prior to the date(s) that the contract agreement takes place. All questions regarding Independent Contracts should contact the Human Resources Department.

REQUIRED BACKGROUND CHECKS FOR INDEPENDENT CONTRACTORS:

Effective January 1, 2008, Texas Education Code Chapter 22, Subsection C, requires all service contractors to a school district in Texas to obtain criminal history record information regarding covered employees and to certify to a school district that they have done so. Covered employees with disqualifying convictions are prohibited from performing services at a school district. As defined by Texas Education Code Chapter 22, disqualifying convictions include any of the following, if at the time of the offense the victim was under 18 or enrolled in a public school:

- 1) A felony offense under Title 5, Texas Penal Code;
- 2) An offense for which a defendant is required to register as a sex offender under Chapter 62, Texas Code of Criminal Procedure;
- 3) An equivalent offense under Federal Law or laws of another state.

Service contractors must obtain the criminal history record information on all new or existing employees who will have continuing duties relating to the contract and will have direct contact with students. Covered employees employed by a contractor before January 1, 2008, are subject to name-based criminal history reviews and contractors must obtain the criminal history record information as soon as practical. Covered employees employed by a contractor on or after January 1, 2008, are subject to fingerprint-based criminal history reviews and contractors must obtain the criminal history record information before or immediately after securing the services of the covered employees.

Contractors must contact the Texas Department of Public Safety (DPS) directly to establish an account to obtain criminal histories. The contractor must certify to the District that it has performed the required criminal history reviews.

INSURANCE REQUIREMENTS:

State law requires that any contractor entering into a construction contract must certify in writing that each employee of the contractor employed on the public project is provided with worker's compensation insurance coverage. All certificates must be on file at the District before work commences. A copy of the insurance coverage shall also be attached to any purchases orders issued to the contractor.

Additionally, general liability and automobile coverage is required for any contractor performing services on District property. Insurance certificates listing Santa Fe ISD as an additional insured should be on file at the District before work commences.

Failure to produce proof of satisfactory insurance coverage will be a consideration for non-award or contract termination.

BONDING:

In order to protect the District's investment in public work projects, the District will require performance or payment bonds as required under current State Law. State Law requires that the District require performance bonds for any public works projects \$100,000 or more in value, and requires payment bonds for any public works projects \$25,000 or more in value.

The District also has the right to request a bid bond. This is typically used for high value contracts with complex bidding processes. The vendor is required to provide a bond of 5% of the project value to guarantee their ability to contract with the District upon award.

Bonding requirements are outlined in Government Code, Chapter 2253, Section 2253.022.

CONFLICT OF INTEREST:

Local Government Code, Chapter 176, Section 176.003, provides information regarding conflict of interest statements to be filed by vendors and certain school district employees. The statutes apply to the District's officers and elected officials. There are specific rules regarding what constitutes a conflict of interest in regards to business transactions or real property transactions.

For expenditures from federal funds, District employees should be aware that the rules regarding conflict of interest are more stringent than the State requirements. For federal fund expenditures, the rules state that neither an employee administering, directing or authorizing the expenditure, nor members of the employee's immediate family can have a financial interest in a vendor involved in the procurement transaction involving these funds.

CERTIFICATE OF INTERESTED PARTIES (Form 1295):

Santa Fe ISD is required to comply with House Bill 1295, which amended the Texas Government Code by adding Section 2252.908, Disclosure of Interested Parties. Section 2252.908 prohibits Santa Fe ISD from entering into a contract resulting from this solicitation with a business entity unless the business entity submits a Disclosure of Interested Parties (Form 1295) to Santa Fe ISD at the time the business entity submits the signed contract/proposal. The Texas Ethics Commission has adopted rules requiring the business entity to file Form 1295 electronically with the Texas Ethics Commission.

"Interested Party" means a person:

- a) who has a controlling interest in a business entity with whom Santa Fe ISD contracts; or
- b) who actively participates in facilitating the contract or negotiating the terms of the contract, including a broker, intermediary, adviser or attorney for the business entity.

"Business Entity" means an entity recognized by law through which business is conducted, including a sole proprietorship, partnership, or corporation.

As a 'business entity", all vendors must electronically complete, print, sign, notarize, and submit Form 1295 with their proposals even if no interested parties exist.

Santa Fe ISD must acknowledge the receipt of the filed Form 1295 by notifying the Texas Ethics Commission of the receipt of the filed

Form 1295 no later than the 30th day after the date the contract binds all parties to the contract. After Santa Fe ISD acknowledges the

Form 1295, the Texas Ethics Commission will post the completed Form 1295 to its website within (7) seven business days after receiving notice from Santa Fe ISD.

EDUCATION DEPARTMENT GENERAL ADMINISTRATIVE REGULATIONS (EDGAR):

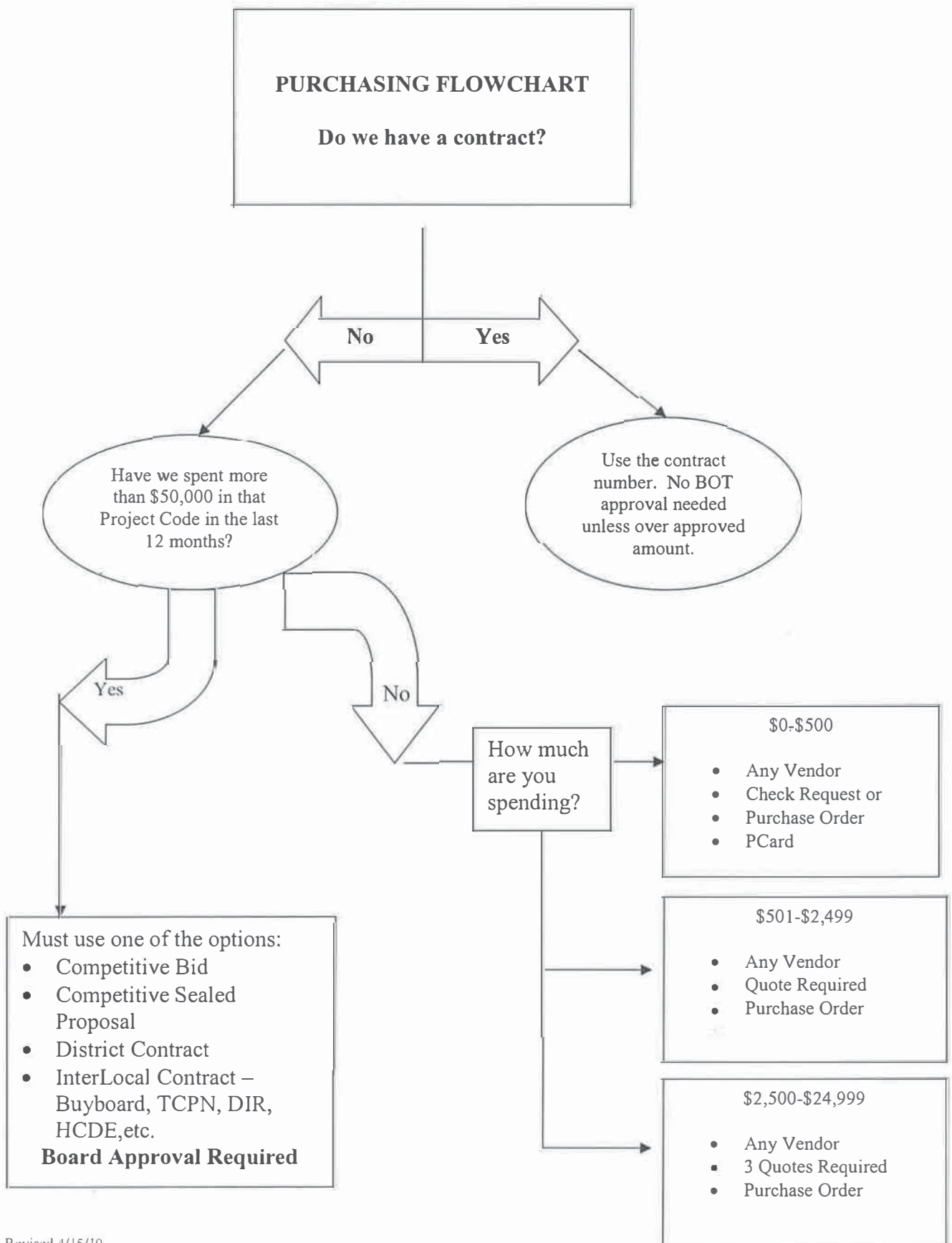
The new regulations from the Office of Management and Budget (OMB), codified as Title 2 of the Code of Federal Regulations (2 CFR) Part 200, were incorporated into general federal regulation on December 26, 2014. The new regulations govern all federal grants awarded by the US Department of Education (USDE) to the state or to an LEA on or after that date.

When the District seeks to procure goods and services using funds under a federal grant or contract, specific to federal laws and regulations, requirements may apply in addition to those under state law.

This includes, but is not limited to, the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 C.F.R., Part 200, (also referred to as the "Uniform Guidance" or new "EDGAR").

The District shall comply with all EDGAR federal regulations in the management of federal grant awards and state-administered grants, as designated by the TEA, except for the implementation of the procurement Standards. The District has opted to delay implementation of the 2CFR Part 200 Procurement Standards under the three-year grace period until July 1, 2018.

The District has determined that implementing the third year grace period until July 1, 2018, will provide an opportunity to continue to develop the District's written purchasing procedures as they relate to the Part 2 CFR 200 Procurement Standards.



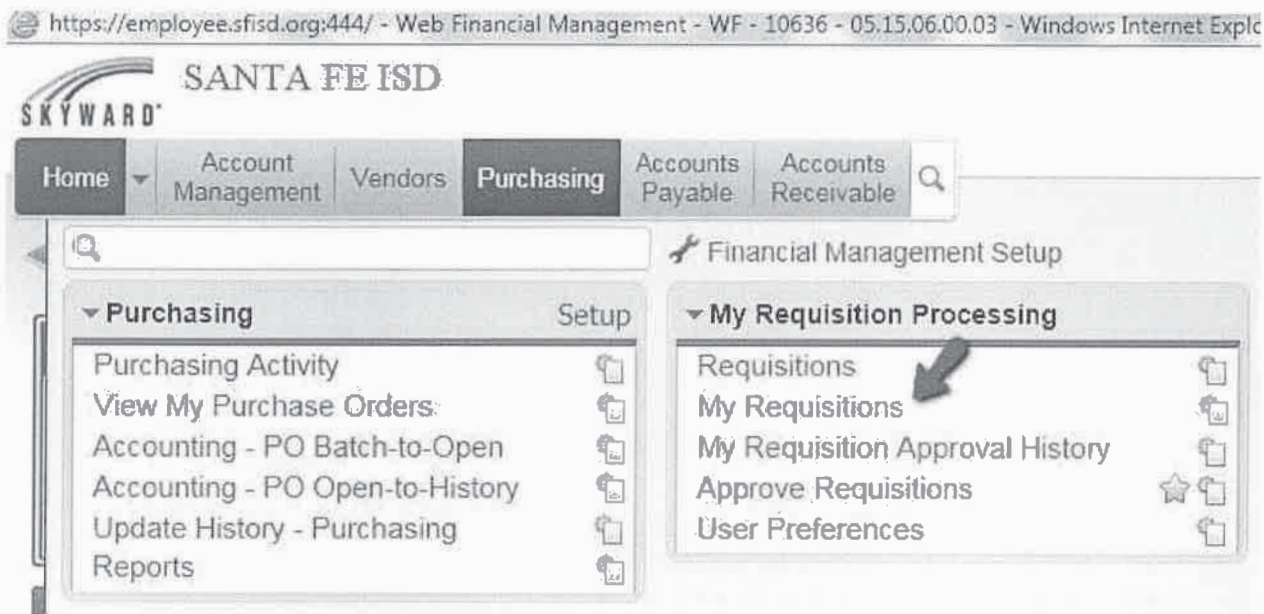
Revised 4/15/19

ENTERING A PURCHASE ORDER IN SKYWARD

On the HOME screen in Skyward, click on Purchasing



Click on MY REQUISITIONS



The next screen will show your requisitions and the status

Click on Add to create a new requisition

https://employee.sfsd.org:444/ - My Requisitions - VFP UVMR 444 30360 - 05.15.06.00.03 - Windows Internet Explorer

SANTA FE ISD Donna Foise Account Preferences Exit ?

Home Account Management Vendors **Purchasing** Accounts Payable Accounts Receivable

My Requisitions Favorites New Window Print Queue

Views: General Filters: *Skyward Default

PO Number	Requisition Number	App Sts	A/D Level	Batch Number	Description
0000000000	0000043580	WIP	0	DFOLSE	JR HIGH RTU INTERFACE
0000000000	0000043577	WIP	0	DFOLSE	BID ADVERTISEMENT
0000000000	0000043357	WIP	0	DFOLSE	OFFICE SUPPLIES

Print: Add View Edit Delete Clone Notes **Attach Submit Add Expense Reimb Req Clone from Purchase Order Assign Special Group

And enter new information on the Requisition Master Information Screen:

https://employee.sfsd.org:444/?isPopup=true - Requisition Master Information - WF\PU\MR\RE\RQ - Internet Explorer

Requisition Master Information Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Setup Information

Requisition Group: 001 - HIGH SCHOOL
 Fiscal Year: 2018 - 2019 July 1, 2018 - June 30, 2019
☐ Account allocation by total requisition amount (YMA).
☒ Account allocation by each requisition detail line (YDA).
☐ This is a Blanket Requisition/Purchase Order.

Requisition Information

* Batch Number: 15
 * Description: sample

* Vendor: SCHOOL SPECIALTY 32656 COLLECTIONS CENTER DR CHICAGO IL 60
 * Ship To: SANTA FE ISD MAINTENANCE 4135 WARPATHE AVE PO BOX 370 SANTA FE TX 7
 Attention: AMY PRESLEY 409-925-9026
 * Due Date: 04/15/2019 Monday
 Ship Date: 04/15/2019 Monday
 Ship Via:
 Project/Grant:
 Contract: ILA/BBOARD - ILA/BUYBOARD

Save and Add Detail
 Save and Mass Add Detail
 Save and Import Detail Lines
 Back

Asterisk (*) denotes a required field

Create the requisition by entering information in each box:

Drop down to find your Requisition Group

Verify that the Fiscal Year is correct

Choose the account allocation – Use either (YMA) or (YDA) for the 20/21 SY and for YMA you will allocate the full amount of the requisition to the account codes selected, for YDA each line item will need to be allocated by line item requisition amount. This option will be used and each line item has a different account allocation. The third option is a Blanket Requisition/Purchase Order and should only be used by Maintenance & Operations, Transportation and Child Nutrition.

Create a batch number – this can be a default like mine: APRES or you can create a new batch for each day you enter requisitions. Once the order has been approved and is ready for distribution, the batch number is changed and then updated.

Description – *PLEASE USE ALL CAPS* This information appears on the monthly report for the Board of Trustees. It also prints out on the check stub for payment. This description needs to be as basic and to the point as possible. EX: Classroom Supplies, Office Supplies, Magazine Subscriptions, Library Books, Etc. Details per item or job should be described on the line item screen.

Vendor – Click on the word Vendor and the selection screen will appear. Near the bottom of the screen click on the Name: section and type in the first few letters of the Vendor you wish to create a requisition to. Hit the tab button and the vendors in the system beginning with those letters will appear. Highlight the vendor and hit the select button and the vendor will appear in this field.

Ship To – The Ship To default is Santa Fe ISD Maintenance. Unless you are creating a requisition for a Technology item, the delivery/ship to address will always be the Maintenance Department.

Attention – Enter your name and phone number in this line. If you are purchasing the items on the requisition for a specific department, or employee, you can reference their name in the field but only up to a certain amount of letters. If you have a long name, all the information may not fit. Keep it as short as possible. Your location is not necessary, name and phone number only are preferred.

Due Date – Automatically populates with the day the requisition is entered

Ship Date – This field should be blank. If the same date appears in this field as the Due Date, please delete.

Ship Via – leave blank

Project/Grant - *Select Commodity Code for purchase*

Contract – The district has inter local agreements to purchase goods and services through a contract between the entity and vendor. The district has ILA memberships with Region 4, Harris County Department of Education and the State of Texas Buyboard and DIR to name a few. The contract choices can be seen by dropping down using the arrow, then clicking on the contract choice for each individual requisition.

Refer to Vendor List to find a vendor that is on a Purchasing Cooperative. If the vendor is not on this list and/or a current vendor they need to fill out new vendor forms. Enter Vendor to be approved and attach the entire packet to Skyward vendor file for review prior to approval.

Refer to vendor flow chart to determine vendor forms needed.

Requisition Master Information

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Requisition Setup Information

Requisition Group: 001 - HIGH SCHOOL

Fiscal Year: 2018 - 2019 July 1, 2018 - June 30, 2019

☐ Account allocation by total requisition amount (YMA).
☒ Account allocation by each requisition detail line (YDA).
☐ This is a Blanket Requisition/Purchase Order.

Save and Add Detail

Save and Mass Add Detail

Save and Import Detail Lines

Back

Requisition Information

* Batch Number: 15

* Description: sample

* Vendor: SCHOOL SPECIALTY 32656 COLLECTIONS CENTER DR CHICAGO IL 60

* Ship To: SANTA FE ISD MAINTENANCE 4135 WARPATHE AVE PO BOX 370 SANTA FE TX 7

Attention: AMY PRESLEY 409-925-9026

* Due Date: 04/15/2019 Monday

Ship Date: 04/15/2019 Monday

Ship Via:

Project/Grant:

Contract: ILA/BBOARD - ILA/BUYBOARD

Asterisk (*) denotes a required field

Click on the Save and Add Detail button in the top right-hand corner and begin adding line items in the Requisition Detail Lines Section. *Click on Commodity Code: choose the commodity code from the list of drop downs (this will need to be done for each line item) TIP: you can search by typing Ctrl + F to find and appropriate code, then click on Save and then Add to continue adding line items.*

Requisition Detail Lines/Accounting

Requisition Master Information

Requisition Detail Lines

Commodity Codes

Views: General Filters: *Skyward Default

Commodity Code	Short Description	Long Description
29900	MAINT SERVICES	MAINT SERVICES
30000	Electronic Hard	Electronic Hardware
30005	MAINT CHEMICALS	MAINT CHEMICALS
30015	CLEANING/CUSTOD	CLEANING/CUSTODIAL
30020	COMM LAUNDRY SU	COMM LAUNDRY SUPPLIES
30025	CUSTODIAL EQUIP	CUSTODIAL EQUIPMENT
30030	ELECTRICAL MATE	ELECTRICAL MATERIALS
30035	FENCING MATERIA	FENCING MATERIALS
30040	FLOOR COVERING	FLOOR COVERING
30045	GENERAL BUILDIN	GENERAL BUILDING MAT AND SUPPL
30050	HVAC REFRIGERAT	HVAC REFRIGERATION MATERIALS
30055	HVAC SUPPLIES	HVAC SUPPLIES AND FILTERS
30060	LAMPS AND BULBS	LAMPS AND BULBS
30065	PAINT & PAINT S	PAINT & PAINT SUPPLIES
30070	PLUMBING MATERI	PLUMBING MATERIALS EQUIP/SUPPL
30075	WELDING EQUIP/S	WELDING EQUIP/SUPPLIES
30080	SAFETY SIGNS	SAFETY SIGNS
30900	MAINT EQUIP/SUP	MAINT EQUIP/SUPPLIES-OTHER
31005	OFFICE SUPPLIES	OFFICE SUPPLIES-GENERAL
31010	COPIER SUPPLIES	COPIER SUPPLIES
31015	PERIODICALS	PERIODICALS

Find: office suppl

☐ Match whole word only
☐ Match case
☒ Highlight all matches

Previous Next

Asterisk (*) denotes a required field

500 382 records displayed

Commodity Code:

ABC

A line item of every purchase order must be information regarding the cost of shipping. If the order has been quoted without a shipping fee then the last line item should say in the description NO Shipping Per Vendor or Per Buyboard Contract, etc.

If the order has a shipping cost, then enter the shipping the same as a line item:

https://employee.sfsd.org:444/ - Requisition Detail Lines/Accounting - WF\PU\MR\MY - 30880 - 0 - Windows Internet Explorer

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: DFOLSE

Requisition Number: 0000043594

Group: (990) DISTRICT WIDE

Fiscal Year: 2014 - 2015

Vendor: OFFICE DEPOT INC

ACCT #27983807 PO BOX 88040

CHICAGO IL 60680-1040

Project/Grant: OFFICE SUPPLIES-GENERAL

Contract: ILA/BBOARD

Accounting: Account allocation by total requisition amount.

Amount: 55.00

Ship To: SANTA FE ISD MAINTENANCE

Blanket PO: This is not a Blanket PO

Description: OFFICE SUPPLIES

Requisition Detail Lines

* Line Number: 110

Line Type: ☒ Merchandise ☐ Narrative

Catalog:

* Quantity: 1

Unit of Measure: ea

* Unit Cost: 5.00000

Total Amount: 5.00

* Description: SHIPPING FEE

Save

Back

Add Requisition Accounts: Each line item will need to be allocated, then Save Account Distrib

https://employee.sfsd.org:444/ - Account Distribution - WF\PU\MR\RE\RQ - 10740 - 05.19.02.00.0 - Internet Explorer

Account Distribution

Available Accounts (Accounts are displayed based on Account Clearance access)

Fnd	T	Fc	Obj	So	Org	F	Pi	Loc	Funds Available	Selected
199	E	00	6146	00	000	0	00	904	\$0.00	☐
199	E	00	8911	00	000	0	00	000	\$0.00	☐
199	E	11	2153	00	001	0	11	006	\$669.37	☒
199	E	11	2153	00	001	0	25	006	\$118.13	☐
199	E	11	6112	00	001	0	11	001	\$-230.00	☐
199	E	11	6112	00	001	0	11	002	\$0.00	☐
199	E	11	6112	00	001	0	11	006	\$87.53	☐
199	E	11	6112	00	001	0	11	009	\$-160.00	☐
199	E	11	6112	00	001	0	11	111	\$3.00	☐
199	E	11	6112	00	001	0	21	001	\$4,975.00	☐
199	E	11	6112	00	001	0	21	006	\$-11,729.00	☐
199	E	11	6112	00	001	0	22	006	\$-7,679.00	☐
199	E	11	6112	00	001	0	22	111	\$0.00	☐
199	E	11	6112	00	001	0	23	001	\$-290.00	☐

100 records displayed

Account Number:

Quick Key:

Account Level Description

Code	Description
199	GENERAL FUND
11	INSTRUCTION
2153	HEALTH & LIFE INS. PAYABLE
00	.
001	HIGH SCHOOL
0	FISCAL YEAR
11	BASIC ED
006	TEACHERS

Save Account Distrib

Back

Total Amount to Distribute: \$89.90 100.00%

Total Distributed: \$0.00 0.00%

Amount Remaining: \$89.90 100.00%

Selected Accounts

Account Number	Amount	Percent
----------------	--------	---------

Remove

Remove All

https://employee.sfsd.org:444/?MenuIDOverride=0&isPopup=true - Account Distribution - 05.15.06 - Windows Internet Explorer

Account Distribution

Available Accounts

Fnd	T	Fc	Obj	So	Org	F	Pi	Loc
161	A	00	1101	00	000	0	00	000
161	L	00	2110	00	000	0	00	000
161	L	00	2310	00	000	0	00	000
161	Q	00	3600	00	000	0	00	000
161	Q	00	3602	00	000	0	00	000
161	E	11	6399	08	999	0	23	230
199	A	00	1101	00	000	0	00	000
199	A	00	1101	05	000	0	00	000
199	A	00	1102	00	000	0	00	000
199	A	00	1102	04	000	0	00	000
199	A	00	1103	01	000	0	00	000
199	A	00	1103	02	000	0	00	000
199	A	00	1107	00	000	0	00	000

100 records displayed

Account Level Description

Account Number Information

Code	Description
161	HURRICANE IKE
1101	CASH IN BANK
000	.
0	FISCAL YEAR
00	.

2014-2015 Available Funds By

Save Account Distrib

Back

Account Number:

Quick Key:

Total Amount to Distribute: \$60.00 100.00%

Total Distributed: \$0.00 0.00%

Amount Remaining: \$60.00 100.00%

Selected Accounts

Account Number	Amount	Percent
----------------	--------	---------

Remove

Remove All

There are several ways to look up account codes in Web. Clicking on the Account By Dimension button will bring up the Detail Account Selection Screen:

https://employee.sfsd.org:444/?hCurrentAccParams=Account%15browse%15PO%15A%15%15%15%15S&i...

Account

Detail Account Selection

FUND: 199 GENERAL FUND

TYPE: E Expense

FUNCTION: 51 FACILITIES MAINT. & OPERATIONS

OBJECT: 6629 BLD CONST & IMP

SUB-OBJECT: 99 Reserve EOY

ORGANIZATN: 041 JUNIOR HIGH

FISCAL YR: 0 FISCAL YEAR

PROGRM-INT: 99 UNDISTRIBUTED PROGRAM

LOCAL: 097 EQUIPMENT

Account:

Quick Key:

Select

Back

Accounts

100%

https://employee.sfisd.org:444/ - Account Distribution - 05.15.06.00.03 - Windows Internet Explorer

Account Distribution

Available Accounts

Fnd	T	Fc	Obj	So	Org	F	Pi	Loc
199	E	41	6117	00	750	0	99	120
199	E	41	6118	00	701	0	99	009
199	E	41	6118	00	750	0	99	009
199	E	41	6121	00	750	0	99	009
199	E	41	6121	00	750	0	99	016
199	E	41	6121	00	750	0	99	436
199	E	41	6121	00	901	0	99	000
199	E	41	6122	00	750	0	99	016
199	E	41	6122	00	750	0	99	017
199	E	41	6125	00	701	0	99	016
199	E	41	6125	00	703	0	99	016
199	E	41	6125	00	750	0	99	016

100 records displayed

Account Level Description

Account Number Information

Code	Description
199	GENERAL FUND
41	GENERAL ADMINISTRATION
6112	SUBS - TEACHERS & OTHER PROF
00	
750	ADMINISTRATION
0	FISCAL YEAR
99	UNDISTRIBUTED PROGRAM
017	SUBS - CLERICAL/TECHNICAL

2014-2015 Available Funds By Individual Account

Account Number:

Quick Key:

Total Amount to Distribute: \$60.00 100.00%

Total Distributed: \$0.00 0.00%

Amount Remaining: \$60.00 100.00%

Selected Accounts

Account Number	Amount	Percent

Remove
Remove All

Or enter the account code in the Account Number: window to bring up the code to assign to the line item.

https://employee.sfisd.org:444/ - Account Distribution - 05.15.06.00.03 - Windows Internet Explorer

Account Distribution

Available Accounts

Fnd	T	Fc	Obj	So	Org	F	Pi	Loc
199	E	41	6117	00	750	0	99	120
199	E	41	6118	00	701	0	99	009
199	E	41	6118	00	750	0	99	009
199	E	41	6121	00	750	0	99	009
199	E	41	6121	00	750	0	99	016
199	E	41	6121	00	750	0	99	436
199	E	41	6121	00	901	0	99	000
199	E	41	6122	00	750	0	99	016
199	E	41	6122	00	750	0	99	017
199	E	41	6125	00	701	0	99	016
199	E	41	6125	00	703	0	99	016
199	E	41	6125	00	750	0	99	016

100 records displayed

Account Level Description

Account Number Information

Code	Description
199	GENERAL FUND
41	GENERAL ADMINISTRATION
6122	SUBSTITUTES+ PARAPROFESSIONALS
00	
750	ADMINISTRATION
0	FISCAL YEAR
99	UNDISTRIBUTED PROGRAM
017	SUBS - CLERICAL/TECHNICAL

2014-2015 Available Funds By Individual Account

Account Number:

Quick Key:

Total Amount to Distribute: \$60.00 100.00%

Total Distributed: \$60.00 100.00%

Amount Remaining: \$0.00 0.00%

Selected Accounts

Account Number	Amount	Percent
199 E 41 6122 00 750 0 99 017	60.00	100.00

Remove
Remove All

If you wish to use more than one account code, change the percentage or total amount for this account number, then add another account code for the balance. Then Save the Account Distribution by clicking on the button in the top right-hand corner. If more line items need to be added, go back to the Add on the requisition Detail Lines/Accounting Screen, which will be the default once hitting the save Account Distrib button.

THE LAST LINE ITEM OF THE PURCHASE ORDER **MUST** INCLUDE THE CONTRACT #, WHEN RECEIVING QUOTES FROM VENDORS ASK FOR THE BEST COOPERATIVE PRICING AND ASK THAT THEY INCLUDE THE COOP AND CONTRACT NUMBER IN THE QUOTE.

CHOOSE LINE TYPE: NARRATIVE AND ENTER THIS INFORMATION IN THE DESCRIPTION

https://employee.sfsd.org:444/ - Requisition Detail Lines/Accounting - WF\PU\MR\RE\RQ - 10740 - Internet Explorer

Requisition Detail Lines/Accounting

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: 15
 Requisition Number: 0000051254
 Group: (001) HIGH SCHOOL
 Fiscal Year: 2018 - 2019
 Vendor: SCHOOL SPECIALTY
 32656 COLLECTIONS CENTER DR
 CHICAGO IL 60693-0326
 Contract: ILA/BBOARD

Accounting: Account allocation by each requisition detail line.
 Amount: 114.90
 Ship To: SANTA FE ISD MAINTENANCE
 Blanket PO: This is not a Blanket PO
 Description: sample

Requisition Detail Lines

* Line Number: 120
 Line Type: ☐ Merchandise ☒ Narrative
 Narrative: [?] Save Back
 Quantity: 0
 Unit of Measure:
 Unit Cost: 0.00000
 Total Amount: 0.00
 Description: BUYBOARD CONTRACT #502-17
 Commodity Code:
 Asterisk (*) denotes a required field

Add attachments (quotes, proposals, etc.) At this point you are ready to Submit For Approval. If you are not ready to submit the requisition, you have the option to Save and Finish Later:

https://employee.sfsd.org:444/ - Requisition Detail Lines/Accounting - WF\PU\MR\RY - 30860 - 0 - Windows Internet Explorer

Requisition Detail Lines/Accounting

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: DFOLSE
 Requisition Number: 0000043594
 Group: (990) DISTRICT WIDE
 Fiscal Year: 2014 - 2015
 Vendor: OFFICE DEPOT INC
 ACCT #27983807 PO BOX 88040
 CHICAGO IL 60680-1040
 Project/Grant: OFFICE SUPPLIES-GENERAL
 Contract: ILA/BBOARD

Accounting: Account allocation by total requisition amount. Edr Master
 Amount: 60.00
 Ship To: SANTA FE ISD MAINTENANCE
 Blanket PO: This is not a Blanket PO
 Description: OFFICE SUPPLIES

Submit For Approval
Save and Finish Later
Back
Notes
Attachments

Requisition Accounts

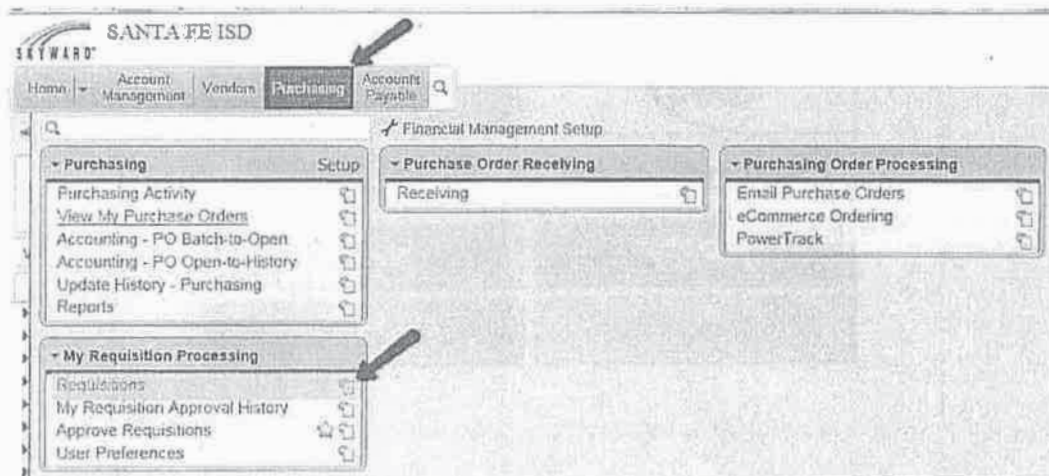
Requisition Accounting	Account Number	Ac
	199 E 41 6122 00 750 0 99 012	

Update Account Distrib
View Requisition Detail Lines
Add Asset Detail

Once the requisition has been submitted, the Budget Manager will approve the purchase, the requisition will be reviewed for accuracy then submitted for final approval by the Chief Financial Officer. Once the CFO approves, the requisition is printed, processed and updated to Open PO Status.

E-COMMERCE PURCHASING

- Skyward Web Financial Management
 - Purchasing
 - Requisitions



- Add from Online Catalogue



- Select Vendor
 - In this example we used Frey Scientific



- Enter PO information as normal
- Click Save and Add Detail

https://employee.sfsd.org:444/ - Requisition Master Information - WF\PU\MR\RE\RQ - 10740 - 05 - Internet Explorer

Requisition Master Information

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Requisition Setup Information

Requisition Group: 001 - HIGH SCHOOL

Fiscal Year: 2018 - 2019 July 1, 2018 - June 30, 2019

☒ Account allocation by total requisition amount (YMA).
☐ Account allocation by each requisition detail line (YDA).

Save and Add Detail
Back

Requisition Information

* Batch Number: 15

* Description: 8TH GRADE SCIENTIFIC EQUIPMENT/SUPPLIES

Vendor: FREY SCIENTIFIC ****Ecommerce Vendor****

* Ship To: SANTA FE ISD MAINTENANCE 4135 WARPATH AVE PO BOX 370 SANTA FE TX 71

Attention: AMY PRESLEY

* Due Date: 04/15/2019 Monday

Ship Date: 04/15/2019 Monday

Ship Via:

Project/Grant:

Contract: ILA/HCDE - ILA/HCDE-CHOICE PARTNERS

Asterisk (*) denotes a required field

- You will now be at the vendor website
 - This link is specific to SFISD and provides our discounted rate



- Add the items being purchased to the shopping cart
- Select Proceed to Checkout



- This will bring you to the review order screen

- Print this screen to attach to the PO
- Click Submit
 - This **DOES NOT** submit the order

1-800-425-3729 | Get Help

Welcome Santa Fe - Acct # 374380

FREY
cposcience

PRODUCTS

Shopping Cart

Shop Our Products

Lab Design Services

Visit freyscientific.com

Visit cposcience.com

Review

Shopping Cart Review Confirmation

Cart Number: 7170905684 [Return to Previous Page](#) | [My Shopping List](#) | [Order By Item Number](#)

Line	Ordered Item	Item Number	Description	Qty	UOM	Unit Price	Total Price
1	1321195	1321195	CHICKLE'S CYCLE EXPLORATION SET	1	EA	Net: \$48.89	Net: \$48.89
2	1440117	1440117	IGT MOMENT OF INERTIA	1	EA	Net: \$109.95	Net: \$109.95
3	1322514	1322514	MINI ECO	1	EA	Net: \$109.95	Net: \$109.95

Sub Total: \$168.79
 Shipping and Handling: \$32.00
 Sales Tax (7%): \$12.00
Total: \$212.79

[Return to Previous Page](#) | [My Shopping List](#) | [Order By Item Number](#)

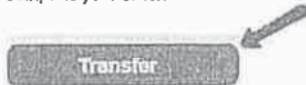
© 2015 Frey Scientific, Inc. All rights reserved.
 This page of the website is the property of Frey Scientific, Inc. All rights reserved. No part of this page may be reproduced without written permission from Frey Scientific, Inc.

- This particular vendor has an additional screen to complete the process – Each vendor site may vary a little
 - Click Transfer



Thank You for Shopping With School Specialty!

Your requisition is ready. Press the "Transfer" button below to transfer your requisition information to complete your order.



- [illegible]

- ### Account Distribution

Available Accounts (Accounts are displayed based on Account Clearance access)

Fund	F	EO	Obj	Sub	King	F	EO	Line
1999	F	21	6449	01	999	0	26	126
1999	F	21	6449	01	999	0	27	127
1999	F	21	6117	00	999	0	22	120
1999	F	21	6117	00	999	0	23	120
1999	F	21	6117	00	999	0	24	120
1999	F	21	6117	00	999	0	25	120
1999	F	21	6117	00	999	0	26	121
1999	F	21	6117	00	999	0	27	126
1999	F	21	6117	00	999	0	28	126
1999	F	21	6117	00	999	0	29	126
1999	F	21	6117	00	999	0	30	126
1999	F	21	6117	00	999	0	31	126
1999	F	21	6117	00	999	0	32	126
1999	F	21	6117	00	999	0	33	126
1999	F	21	6117	00	999	0	34	126
1999	F	21	6117	00	999	0	35	126
1999	F	21	6117	00	999	0	36	126
1999	F	21	6117	00	999	0	37	126
1999	F	21	6117	00	999	0	38	126
1999	F	21	6117	00	999	0	39	126
1999	F	21	6117	00	999	0	40	126
1999	F	21	6117	00	999	0	41	126
1999	F	21	6117	00	999	0	42	126
1999	F	21	6117	00	999	0	43	126
1999	F	21	6117	00	999	0	44	126
1999	F	21	6117	00	999	0	45	126
1999	F	21	6117	00	999	0	46	126
1999	F	21	6117	00	999	0	47	126
1999	F	21	6117	00	999	0	48	126
1999	F	21	6117	00	999	0	49	126
1999	F	21	6117	00	999	0	50	126
1999	F	21	6117	00	999	0	51	126
1999	F	21	6117	00	999	0	52	126
1999	F	21	6117	00	999	0	53	126
1999	F	21	6117	00	999	0	54	126
1999	F	21	6117	00	999	0	55	126
1999	F	21	6117	00	999	0	56	126
1999	F	21	6117	00	999	0	57	126
1999	F	21	6117	00	999	0	58	126
1999	F	21	6117	00	999	0	59	126
1999	F	21	6117	00	999	0	60	126
1999	F	21	6117	00	999	0	61	126
1999	F	21	6117	00	999	0	62	126
1999	F	21	6117	00	999	0	63	126
1999	F	21	6117	00	999	0	64	126
1999	F	21	6117	00	999	0	65	126
1999	F	21	6117	00	999	0	66	126
1999	F	21	6117	00	999	0	67	126

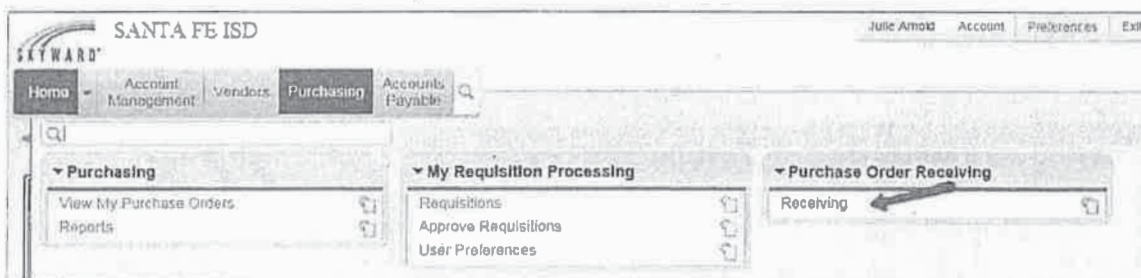
- 36

- [illegible]

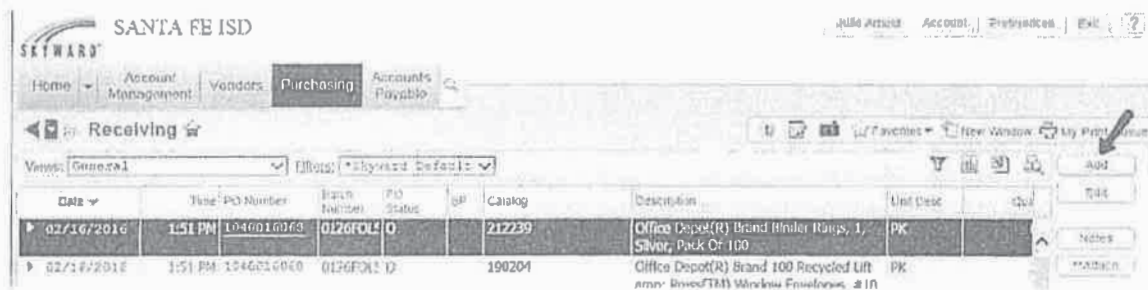
- Click Add under Detail Lines/Accounting and this will bring you back to the website to make changes

PURCHASING RECEIVING

- Skyward Web Financial Management
 - Purchasing
 - Purchase Order Receiving
 - Receiving



- Click Add



- Enter PO Number
- Enter quantity received
 - Manually enter if partial receipt
 - Click receive all if everything has been received at once
- Attach a copy of the packing list
- Enter item comments if needed
 - Example: Item cancelled or discontinued
- Click Save

The screenshot shows the 'PO Line Items' window. At the top, there's a search bar with 'Enter PO Number' and a text input field containing '1040016097'. Below this are 'Search by PO' and 'Search by Vendor' buttons. A 'Views' dropdown is set to 'General', and a 'Filter' dropdown is set to 'Keyword Default'. The main table has columns: Line Number, Category, Description, U of M, Qty Ordered, Qty Received, Qty Received (manual), and Qty Remaining. Two rows are visible: Line 100 'TOOL TIME FOR EDUCATION CHOOSING AND' and Line 110 'SHIPPING CHARGE'. To the right of the table are buttons: 'Receive All', 'Reset As Qty Received to Zero', 'Show All Data Items', 'Notes', 'Attach', and 'Close'. Annotations with arrows point to specific elements: 'Manually enter if not all received' points to the 'Qty Received (manual)' column; 'Click here if all received at once' points to the 'Receive All' button; 'Enter item comments here. Example: Item Discontinued' points to the 'Notes' button; 'Attach packing list or back up documentation here.' points to the 'Attach' button.

- Repeat process for next PO receiving

Request for Delivery of Copy Paper

All requests for copy paper should be requested by each campus or department secretary or bookkeeper into Eduphoria as a Help Desk request, please allow 2-5 business days for delivery.



Santa Fe
INDEPENDENT SCHOOL DISTRICT
Prepare, Achieve, Succeed

[Home](#) [District Info](#) [Departments](#) [Community](#) [Parents](#) [Schools](#) [Students](#) **Staff** [Employment](#)

Home » [Staff Directory](#)

Staff Directory

A C D E L M O Q S T

A

- AESOP

C

- Canvas Login
- Citrix Portal
- Creative Explorers (Day Care)

D

- Destiny Library Catalog
- District Printer Installs

E

- Eduphoria

- Employee Access
- eSHARS
- eSTAR

L

- LifeWorks Employee Assistance Program

M

- MSDSonline

O

- Office 365 Apps & Webmail

Q

- Quicklinks for Employees

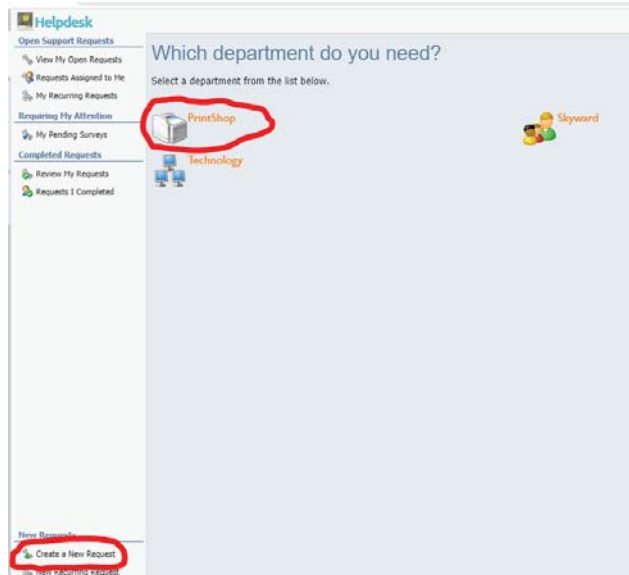
S

- S.O.A.R. Handbook and Application
- Safe Schools Compliance Training
- SchoolDude.com
- SFISD Employee Benefits Page
- Skyward Gradebook

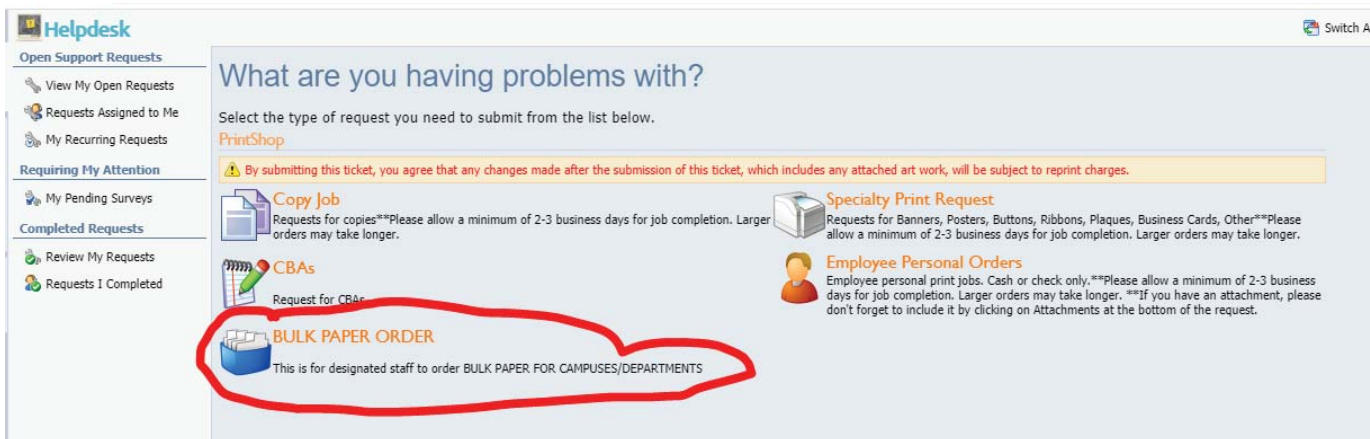
T

- TEKS Resource System
- Transfinder (Field Trip Secure Login)

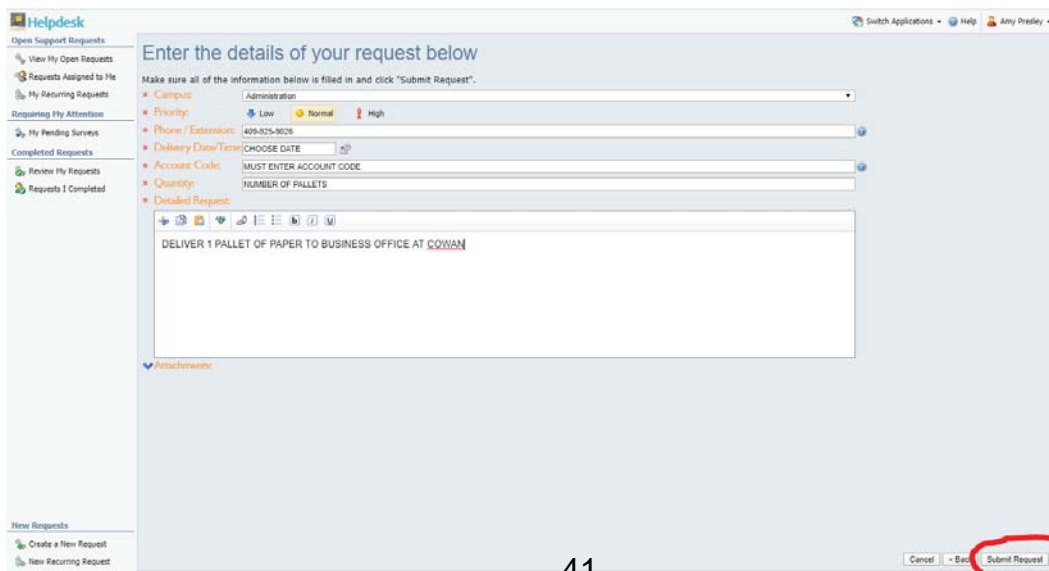
Create New Request at bottom left, then choose Print Shop

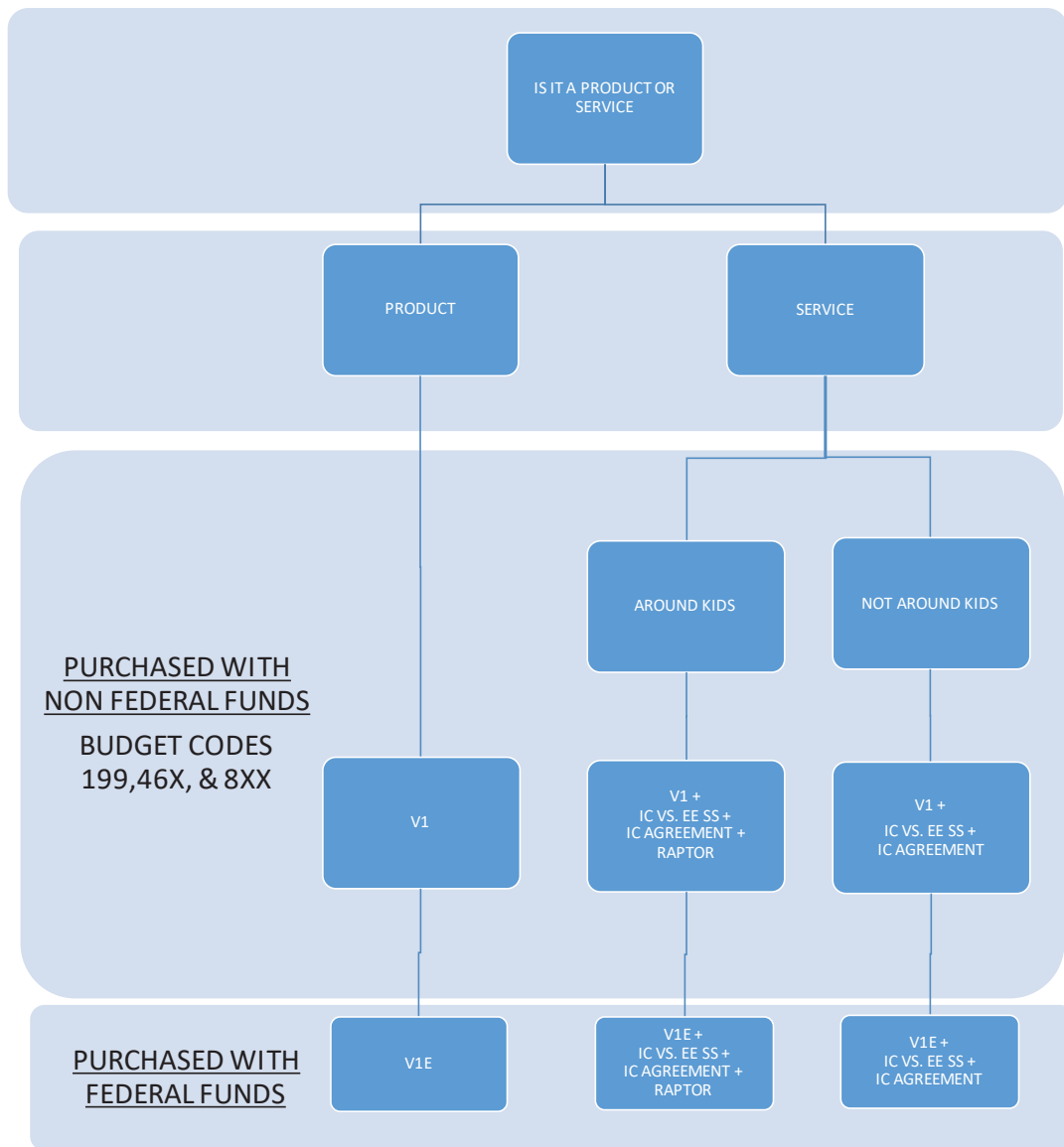


Choose BULK PAPER ORDER



Fill out the request using the example below, hit submit at the bottom right corner. Purchasing will request delivery through School Dude and updates will be posted along with the cost of the paper in the notes in the request.





*** IF THE PURCHASE REQUIRES BOARD APPROVAL FORM 1295 WILL NEED TO BE FILED ELECTRONICALLY**

SANTA FE INDEPENDENT SCHOOL DISTRICT
Vendor Application Packet



Vendor Name: _____

DBA (if applicable): _____

Tax ID Number: _____ Social Security Number: _____

Federal ID Number (If Individual not a company) _____

Date of Birth: _____ TDL/ID: _____

Mailing Address: _____ City: _____ State: _____ Zip Code: _____

Email: _____ Phone: _____ Fax: _____

Remit To Address: _____

City: _____ State: _____ Zip Code: _____

Company Website: _____

SALES CONTACT

Representative: _____

Email Address: _____

Phone: _____

ACCOUNTS RECEIVABLE CONTACT

Representative: _____

Email Address: _____

Phone: _____

BID NOTIFICATION CONTACT

Email Address: _____

Phone: _____

Fax Number: _____

PURCHASE ORDER CONTACT

Email Address: _____

Phone: _____

Fax Number: _____

Vendor hereby certifies that it is not a company identified on the Texas Comptroller's list of companies known to have contracts with, or provide supplies or services to, a foreign organization designated as a Foreign Terrorist Organization by the U.S. Secretary of State. Vendor further certifies and verifies that neither Vendor, nor any affiliate, subsidiary, or parent company of Vendor, if any (the "Vendor Companies"), boycotts Israel, and Vendor agrees that Vendor and Vendor Companies will not boycott Israel during the term of this Agreement. For purposes of this Agreement, the term "boycott" shall mean and include terminating business activities or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory.

Please identify any Purchasing Cooperatives your company has been awarded and contract number:

Allied States (Region 19)	HGAC	TCPN (Region 4)	Purchasing Solutions Alliance
BuyBoard	NCPA	TIPS (Region 8)	
Choice Partners (HCDE)	CTPA	TXMAS	
DIR	PACE (Region 20)	TxSmartBuy	

List the category of product/services Your company provides:

NOTE: This is not a guarantee for purchase, nor does this mean that you are a Board approved vendor. The information you provide will be added to the Purchasing bid database and you will be notified of future bid opportunities.

For SF/SD Use Only:

Requested By: _____ Campus/Location: _____ Phone #: _____

Vendor Number: _____ Date Received: _____ Entered/Approved: _____

Procurement Categories (Please mark all that apply)

- ☐ Alarm Supplies and Equipment
- ☐ Animal Supplies and Equipment
- ☐ Appliances & Equipment
- ☐ Appraisal Services
- ☐ Architectural Services
- ☐ Athletic/PE Supplies and Equipment
- ☐ Auctioneer Services
- ☐ Audio Equipment & Accessories
- ☐ Audit Services
- ☐ Auto Leases
- ☐ Awards and Trophies
- ☐ Books/Reading Materials
- ☐ Building Construction/Improvement Services
- ☐ Building Maintenance
- ☐ Building Materials & Supplies
- ☐ Cafeteria & Kitchen Equipment, Commercial
- ☐ Cameras, Photographic Equipment, Film, & supplies
- ☐ CTE Supplies - Cosmetology
- ☐ CTE Supplies - Fire Training
- ☐ CTE Supplies - Forensic Science
- ☐ CTE Supplies - Pharmacy Tech
- ☐ CTE Supplies - Culinary
- ☐ CTE Supplies - Welding
- ☐ CTE Supplies - Engineering
- ☐ CTE Supplies - Fashion Design
- ☐ CTE Supplies - Carpentry
- ☐ CTE Supplies - Business
- ☐ CTE Supplies - Marketing
- ☐ CTE Supplies - Health Care
- ☐ CTE Supplies - Criminal Justice
- ☐ CTE Supplies - Floral Design
- ☐ CTE Supplies - Bio Med
- ☐ CTE Supplies - Agriculture
- ☐ CTE Supplies - Auto Tech
- ☐ Catering Services
- ☐ Childcare Services
- ☐ Choir Supplies
- ☐ Communications & Media services
- ☐ Contracted Services - Therapist
- ☐ Contracted Services - Judges
- ☐ Contracted Services - Choreogs/Clinicians/Accompanist
- ☐ Contracted Services - Speakers
- ☐ Contracted Services - Consultant
- ☐ Contracted Services - Diagnosticians
- ☐ Contracted Services - Maintenance and Repair
- ☐ Contracted Services - DJ Services
- ☐ Contracted Services - Charter Bus Service
- ☐ Contracted Services - Staff Development
- ☐ Contracted Services - Web Based Services
- ☐ Contracted Services - Misc
- ☐ Contracted Services - Fire/Burglar
- ☐ Monitoring/Contracted Services -
- ☐ Custodial Services - Child Nutrition
- ☐ Equipment
- ☐ Copiers
- ☐ Costume or Apparel Rental
- ☐ Courier/Delivery Services
- ☐ Custodial Equipment & Supplies
- ☐ Custom Clothing (Screen Printing, Embroideries; etc.
- ☐ Data Processing Services
- ☐ Document Disposal/Shredding
- ☐ Drill Team Supplies
- ☐ Drug screening
- ☐ Dry Cleaning services
- ☐ Engineering Services
- ☐ Environmental Services & Ecological Services
- ☐ Fencing Material & Supplies
- ☐ Fencing Repair & Maintenance Service
- ☐ Fire Extinguisher Inspection & Maint. Service
- ☐ Fire Sprinkler System Maintenance Service
- ☐ Flags, Flag Poles, & accessories
- ☐ Flowers, arrangements
- ☐ Food Service Supplies & Equipment
- ☐ Food/Snacks
- ☐ Foods - Bakery products, fresh
- ☐ Foods - Dairy products, fresh
- ☐ Foods - frozen
- ☐ Foods - perishable, fruits & vegetables
- ☐ Foods - staples, grocery & misc. items
- ☐ Fuel
- ☐ Furniture; Classroom, Cafeteria, Library, Lounge
- ☐ Furniture: Office
- ☐ Graduation Supplies
- ☐ Insect & Rodent Control Service
- ☐ Instructional Supplies - General
- ☐ Instructional Supplies - Special Education
- ☐ Instructional Supplies - Art

- ☐ Instructional Supplies - Science
- ☐ Instructional Supplies - Textbook
- ☐ Instructional Supplies - Testing Materials
- ☐ Interpreter Services - foreign language
- ☐ Laundry - Equipment
- ☐ Legal Services, Attorneys, Lawyer
- ☐ Library Supplies
- ☐ Library books
- ☐ Mailing Equipment - Postage Meter Rental/Lease
- ☐ Maintenance Equipment Rental
- ☐ Maintenance & Repair Services - Plumbing
- ☐ Maintenance & Repair Services - appliances & furniture
- ☐ Maintenance & Repair Services - athletic/grounds equipment
- ☐ Maintenance & Repair Services - irrigation
- ☐ Maintenance & Repair Services - Flooring
- ☐ Maintenance & Repair Services - Grease Trap
- ☐ Maintenance & Repair Services - HVAC
- ☐ Maintenance & Repair Services - Misc
- ☐ Maintenance & Repair Services - Elevator
- ☐ Maintenance Supplies & Equipment - Electrical
- ☐ Maintenance Supplies & Equipment - Plumbing
- ☐ Maintenance Supplies & Equipment - HVAC
- ☐ Maintenance Supplies & Equipment - Paint
- ☐ Maintenance Supplies & Equipment - Flooring
- ☐ Maintenance Equipment - Grounds/Athletic Field
- ☐ Maintenance Supplies - Fertilizer
- ☐ Maintenance Supplies - Pesticide
- ☐ Maintenance Supplies - Paint - Athletic Marking
- ☐ Maintenance Supplies - Seed/Sod/Springs
- ☐ Maintenance Supplies - Parts - Grounds Equipment
- ☐ Maintenance Supplies - Soils, Mulch, Amendment
- ☐ Maintenance Supplies - Irrigation Parts/Supplies
- ☐ Maintenance Supplies - Welding Supplies
- ☐ Maintenance Supplies - Locksmiths
- ☐ Maintenance Supplies - Misc
- ☐ Medical Supplies; EMT Supplies, Bandages
- ☐ Mobility equipment / Wheelchairs / Lift chair
- ☐ Music instruments
- ☐ Musical Instrument Repair
- ☐ Musical Supplies
- ☐ Network Cabling
- ☐ Office Equipment and Supplies
- ☐ Paper
- ☐ Playground Equipment & Supplies
- ☐ Police and Security Equipment & Supplies
- ☐ Postage Meter Supplies
- ☐ Printing
- ☐ Printing - Construction Documents
- ☐ Printing Equipment and Supplies
- ☐ Promotional Supplies
- ☐ Prosthetic devices & hearing aid
- ☐ Radio & Telephone Equipment
- ☐ School/Campus Safety Supplies
- ☐ Security & Card Reader Access System
- ☐ Security Systems
- ☐ Sewing Notions, Accessories & supplies
- ☐ Shop Equipment and Supplies
- ☐ Software
- ☐ Specialized Equipment for the handicapped & disabled
- ☐ Technology Supplies
- ☐ Technology - Hardware
- ☐ Technology - Repair Services
- ☐ Technology, Software
- ☐ Television Equipment & accessories
- ☐ Theatrical Services
- ☐ Tires & Tubes
- ☐ Toner and Ink
- ☐ Trash Disposal
- ☐ Travel Agency Services
- ☐ Uniform Rental Services
- ☐ Uniforms - Band
- ☐ Uniforms - Cheerleaders
- ☐ Uniforms - Choir
- ☐ Uniforms - Drill Team
- ☐ Vehicle - Bus
- ☐ Vehicle - Car, Truck, Van, SUV
- ☐ Vehicle - Parts & Supplies
- ☐ Vehicle - Maintenance &
- ☐ Repairs - Vehicle - Rental
- ☐ Vehicle - Towing
- ☐ Vehicle - Inspection
- ☐ Window coverings

**Request for Taxpayer
Identification Number and Certification**

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the
requester. Do not
send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)	
	2 Business name/disregarded entity name, if different from above.	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate ☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. ☐ Other (see instructions) _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions ☐	
	5 Address (number, street, and apt. or suite no.). See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code		
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number	
	- -
or	
Employer identification number	
	-

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person	Date
------------------	--------------------------	------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

Shared Services

1. Will this individual ever be alone with a student(s) any time while providing services to our students?

Yes or No

-If you answer yes to this question, we must have a Criminal History Clearance Letter for each person on the company letterhead.

Independent Contractor and Vendors

1. Will this individual ever be alone with a student(s) any time while providing services to our students?

Yes or No

2. Has this individual been fingerprinted through another school district?

Yes or No

3. Has this individual been fingerprinted with the State Board of Education as the registered entity?

Yes or No

-If you answer yes to being alone with students we will run criminal history check through DPS/SBEC

-If you answer no to being alone with students we will run criminal history check through quick search with JDP

CONFLICT OF INTEREST DISCLOSURE STATEMENT

Santa Fe Independent School District (SFISD) is required to comply with Texas Local Government Code Chapter 176, Disclosure of Certain Relationships with Local Government Officers. Any vendor doing business with SFISD must complete a Conflict-of-Interest Questionnaire (CIQ), whether or not a conflict of interest exists. A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- 1) has employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003 (a)(2)(A);
- 2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- 3) has a family relationship with a local governmental officer of that local governmental entity.

If no conflict of interest exists, please complete Line Item 1 of the CIQ Form, enter *N/A* online Item 3, sign and date.

By law, this form must be completed and submitted to SFISD no later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1). Local Government Code.

Local Government Officers of the Santa Fe Independent School District:

Dr. Kevin Bott-Superintendent of Schools

J.R. "Rusty" Norman - President, Board of Trustees

Eric Davenport-Vice President, Board of Trustees

Patrick Kelly - Secretary, Board of Trustees

Clay Hertenberger- Trustee

James Grassmuck-Trustee

Matt Crable-Trustee

Angie Lambert - Trustee

Jenny Davenport-Assistant Superintendent for Human Resources & Public Relations

Alejandro Sanchez-Chief Financial Officer

Kathy Oliver - Director of Special Programs

Rachel Harris - Chief Academic Officer

Blake Ryder-Director of Athletics

Chris Wheeler - Director of Maintenance and Operations

Cherie' Bowers-Director of Child Nutrition Services

Mark McKinney-Director of Transportation

Heather Brown-Director of Technology

Sara Ryan-Executive Director of Federal, State and Student Programs

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1) Name of vendor who has a business relationship with local governmental entity.

2) Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3) Name of local government officer about whom this information in this section is being disclosed.

Name of Officer

This section (item 3 including subparts A, B, C, & D) must be completed for each officer with whom the vendor has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the vendor?

YES or NO

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

YES or NO

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more?

YES or NO

D. Describe each employment or business and family relationship with the local government officer named in this section.

Signature of vendor doing business with the governmental entity

Date

VENDOR CERTIFICATIONS ADDENDUM

This Vendor Certifications Addendum ("Addendum") is made a part of a contract ("Contract") between the Santa Fe Independent School District ("Santa Fe ISD or "District") and the vendor ("Vendor" or "Contractor"), where such Vendor is identified on the last page of this Addendum. The parties hereto (District and Vendor) agree that the following terms and conditions are incorporated and made a part of the Contract resulting from this procurement process, as applicable. Where there is a conflict between the terms of this Addendum and the terms of the underlying Contract, the terms of this Addendum shall prevail.

(A) Debarment and Suspension (Executive Orders 12549 and 12689) -A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3GFR part 1986 Comp., p. 189) and 12689 (3CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Pursuant to Federal Rule (H) above, when federal funds are expended by Santa Fe ISD, Vendor certifies that during the term of an award for all contracts by Santa Fe ISD resulting from this procurement process, Vendor certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by federal department of agency.

_____initials of Authorized Representative of Vendor

(B) Byrd-Anti-Lobbying Amendment (31 U.S.C. 1352)- Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining a Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

Pursuant to Federal Rule (I) above, when federal funds are expended by Santa Fe ISD, Vendor certifies that during the term and after the awarded term of an award for all contracts by Santa Fe ISO resulting from this procurement process, the vendor certifies that it is in compliance with all applicable provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). The undersigned further certifies that:

(1) No Federal appropriated funds have been paid or will be paid for on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than the Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a member of Congress in connection with this federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all covered sub-awards exceeding \$100,000 in Federal funds at all appropriate tiers and that all sub recipients shall certify and disclose accordingly.

_____initials of Authorized Representative of Vendor

(C) Certification of Felony Conviction Notification. Pursuant to Section 44.034 of the Texas Education Code, a person or business entity entering into a contract and/or agreement with the District. Must give advance notice to the District if the person and or an owner or operator of the business entity has been convicted of a felony. The disclosure should include a description of the conduct resulting in the conviction of a felony. The District may terminate a contract with a person or business entity of the District determines that the person or business entity failed to give notice as required by Section 44.034 or misrepresented the conduct in the conviction. In such case, the District will compensate the person or business entity for services performed before the termination of the contract. This Notice is Not Required of a Publicly Held Corporation.

Please check the following as applicable:

_____. Supplier is a publicly held corporation; therefore, the above reporting requirement does not apply

_____. Supplier is neither owned nor operated by anyone who has been convicted of a felony

_____ Supplier is operated or owned by the following individual(s) who has/have been convicted of a

felony: Name of individual(s):

Detail of conviction(s), attach additional pages if necessary:

_____Initials of Authorized Representative of Vendor

(D) Certification of Non-Collusion Statement.

I, the undersigned supplier, do hereby certify that:

- a) All statements of fact in said proposal are true,
- b) Said proposal was not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization, or corporation,
- c) Said proposal is genuine and not collusive or fraudulent
- d) Supplier has not, directly or indirectly by agreement, communication, or conference with anyone, attempted to induce action prejudicial to the interest of the District or of any other bidder or anyone else interested in the proposed procurement,
- e) Supplier did not, directly or indirectly, collude, conspire, connive or agree with anyone else that said bidder or anyone else would submit a false or fraudulent bid or proposal, or that anyone should refrain from bidding or withdraw his bid or proposal,
- f) Supplier did not, in any manner, directly or indirectly seek by agreement, communication, or conference with anyone to raise or fix the bid proposal price of said bidder or of anyone else,
- g) Supplier did not, directly or indirectly, submit a bid or proposal price or any breakdown thereof, or the contents thereof, or divulge information on data relative thereto, or to any individual or group of individuals, except to the District, or to any person or persons who have a partnership or other financial interest with said proposer in his business,
- h) Supplier did not provide, directly or indirectly, to any officer or employee of the District, any gratuity, entertainment, meals, or anything of value whatsoever, which could be construed as intending to invoke any form of reciprocation or favorable treatment,
- i) No Office or principal of the undersigned Supplier, nor any subcontractor to be engaged by the principal has been convicted by a court of competent jurisdiction, of any charge of fraud, bribery, collusion, conspiracy, or any other act in violation of and/or agreement with any public entity,
- j) I have answered the questions regarding non-collusion truthfully and to the best of my knowledge.

_____Initials of Authorized Representative of Vendor

(E) Certification of Compliance with Buy America Provisions. Santa Fe ISD has a preference for domestic end products for supplies acquired for use in the United States when spending federal funds (purchases that are made with non-federal funds or grants are excluded from the Buy America Act). Vendor certifies that it is in compliance with applicable provision of the Buy America Act.

_____Initials of Authorized Representative of Vendor

(F) Certification Regarding Boycotting of Israel. Pursuant to Chapter 2270, Texas Government Code, the Vendor hereby certifies and verifies that neither the Vendor, nor any affiliate, subsidiary, or parent company of the Vendor, if any (the "Vendor Companies"), boycotts Israel, and Vendor and Vendor Companies will not boycott Israel during the term of this contract. For purposes of this Contract, the term "boycott" shall mean and include terminating business activities or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with Israel, or with a person or entity doing business with Israel or in an Israeli-controlled territory.

_____Initials of Authorized Representative of Vendor

(G) Certification Regarding Terrorist Organizations. Pursuant to Sections 2252.151-.154 of the Texas Government Code, the Vendor hereby certifies that it is not a company identified on the Texas Comptroller's list of companies known to have contracts with, or provide supplies or services to, a foreign organization designated as a Foreign Terrorist Organization by the U.S. Secretary of State.

_____Initials of Authorized Representative of Vendor

BY SIGNING BELOW, THE VENDOR AGREES TO COMPLY WITH ALL APPLICABLE FEDERAL, STATE, AND LOCAL LAWS, RULES, REGULATIONS AND ORDINANCES. IT IS FURTHER ACKNOWLEDGED THAT VENDOR CERTIFIES COMPLIANCE WITH ALL APPLICABLE PROVISIONS, LAWS, ACTS, AND REGULATIONS, AS SPECIFICALLY NOTED IN THIS ADDENDUM.

Vendor's Business Name (as shown on form W-9): -----

Printed Name of Authorized Representative: _____

Title of Authorized Representative: _____

Signature of Authorized Representative : -----

VENDOR DIRECT DEPOSIT AUTHORIZATION

Vendor Direct Deposits are only available to banks within the U.S. Payments to companies not in the U.S. will be made by check in U.S. dollars.

- Use only BLUE or BLACK ink
- Complete all sections as required
- Alterations must be initialed
- Complete all appropriate box(es)
- Attach a voided check, or banking instructions on your bank's letterhead
- SFISD is unable to send direct deposit payments to your bank without one of these attachments
- SFISD will make every effort to process this request within 45 days of receipt of this completed form/attachments

TRANSACTION TYPE

☐ New Setup	☐ Electronic Purchase Orders	☐ Cancellation	☐ Change Financial Institution	☐ Change Bank Account Number	☐ Change Email Notification
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PAYEE IDENTIFICATION

Tax identification number or Federal Employer's Identification (FEI) :	Business Phone:
Name:	City:
Street Address:	State, Zip Code:

AUTHORIZATION FOR SETUP, CHANGES OR CANCELLATION

I authorize Santa Fe ISD to deposit by electronic transfer any and all payments by SFISD, in the financial institution and account designated below. I recognize that if I fail to provide complete and accurate information on this authorization form, the processing of the form may be delayed, or my payments may be erroneously transferred electronically. I understand that SFISD will reverse any payments made to my account in error. I consent to and agree to be subject to and comply with the National Automated Clearing House Association Rules and Regulations pertaining to Originators and Receivers. I, the undersigned, represent and warrant that I am authorized to execute this document on behalf of the Payee.			
Authorized Signature:	Printed Name and Title:	Date:	Phone:

FINANCIAL INSTITUTION

Financial institution name:	City:	State:
Routing transit number (always 9 digits):	Customer account number:	☐ Checking ☐ Savings

EMAIL NOTIFICATION

Email address used for receipt of remittance information:
Email address used for processing purchase orders:

REMITTANCE ADDRESSE(S) AS LISTED ON YOUR INVOICE(S) -Attach separate page if necessary or attach sample invoice(s)

Address:	City:	State:	Zip Code:
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**Return the completed signed form to:
Santa Fe ISD Finance Department
PO Box 370 Santa Fe, TX 77510**

Felony Conviction Notification

State of Texas Legislative Senate Bill No. 1, Section 44.034, Notification of Criminal History, Subsection (a), states "a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or owner or operator of the business entity has been convicted of a felony." The notice must include a general description of the conduct resulting in the conviction of a felony. Subsection (b) states "a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract."

This notice is not required of a publicly held corporation.

I, the undersigned for the firm named below, certify that the information concerning notification of felony convictions has been by me and the following information furnished is true to the best of my knowledge.

Company: _____ Company Official: _____
(Please type or print) (Please type or print)

A. My firm is a publicly held corporation; therefore, this reporting requirement is not applicable.

Signature of authorized agent:

B. My firm is not owned or operated by anyone who has been convicted of a felony.

Signature of authorized agent:

C. My firm is owned or operated by the following individuals who has/have been convicted of a felony.

Name or individual (s):

Details of conviction (s):

Signature of authorized agent:

Commodity Code	Short Description	Long Description
APPAREL		
10910	APPAREL-ADMIN	APPAREL-ADMINISTRATION
10915	APPAREL-STU APP	APPAREL-STUDENT APPAREL
10920	APPAREL-STU UNI	APPAREL-STUDENT UNIFORMS
10925	APPAREL-TEACHER	APPAREL-TEACHER
10930	APPAREL- BAS/SO	APPAREL-UNIFORMS BASE/SOFTBALL
10935	APPAREL-FOOTBAL	APPAREL-UNIFORMS FOOTBALL
10940	APPAREL-GOLF	APPAREL-UNIFORMS GOLF
10945	APPAREL-SOCCER	APPAREL-UNIFORMS SOCCER
10950	APPAREL-TENNIS	APPAREL-UNIFORMS TENNIS
10955	APPAREL-TRACK	APPAREL-UNIFORMS TRACK
10960	APPAREL-VOLLEYB	APPAREL-UNIFORMS VOLLEYBALL
10965	APPAREL-CUSTODI	APPAREL-UNIFORMS CUSTODIAL
10970	APPAREL-FOOD SE	APPAREL-UNIFORMS FOOD SERVICE
10975	APPAREL-MAINT	APPAREL-UNIFORMS MAINTENANCE
10980	APPAREL-TRANSP	APPAREL-UNIFORMS TRANSPORTATIO
10985	APPAREL-BAND	APPAREL-BAND UNIFORMS
10990	APPAREL-CHEER	APPAREL-CHEER UNIFORMS
10995	APPAREL-CHOIR	APPAREL-CHOIR UNIFORMS
10996	APPAREL-BASKETBALL	APPAREL-BASKETBALL UNIFORMS
ATHLETICS		
11005	BASEBALL	BASEBALL
11010	BASKETBALL	BASKETBALL
11015	FOOTBALL	FOOTBALL
11020	GOLF	GOLF
11025	SOCCER	SOCCER
11030	SOFTBALL	SOFTBALL
11035	TENNIS	TENNIS
11040	TRACK	TRACK
11045	VALLEYBALL	VALLEYBALL
11050	PE EQUIP/SUPP	PE EQUIPMENT/SUPPLIES
11055	TRAINING EQUIP/	TRAINING EQUIPMENT/SUPPLIES
11060	EQUIP REPAIR/RE	EQUIPMENT REPAIR/RECONDITIONIN
11070	EVENT REG FEES	EVENT REGISTRATION FEES
11075	GAME SETT FEES	GAME SETTLEMENT FEES
11080	POWERLIFTING	POWERLIFTING
11085	WEIGHTROOM EQUI	WEIGHTROOM EQUIPMENT/SUPPLIES
11100	APPAREL-COLOR G	APPAREL-COLOR GUARD UNIFORMS
11105	APPAREL-DRILL T	APPAREL-DRILL TEAM UNIFORMS
11110	APPAREL-DANCE	APPAREL-DANCE CLASS UNIFORMS
11900	ATH-OTHER	ATHLETICS-OTHER
60000	athletic equip	athletic equipment
AWARDS		
12005	AWARD/INCEN STA	AWARD/INCENTIVES STAFF
12010	AWARD/INCEN STU	AWARD/INCENENTIVES STUDENT
12015	GRAD SUPPLIES	GRADUATION SUPPLIES
12900	AWARD/INCEN OTH	AWARD/INCENENTIVES OTHERS
ADMIN/BOARD OF TRUSTEES		
14005	BOARD SUPPLIES	BOARD SUPPLIES

Commodity Code	Short Description	Long Description
15005	BOARD TRAVEL	BOARD TRAVEL
15010	BOARD-OTHER	BOARD-OTHER
BUSINESS DEPT		
16005	ATTORNEY/LEGAL	BUSINESS SERVICES-ATTOR/LEGAL
16010	AUDITING	BUSINESS SERVICES-AUDITING
16025	POSTAGE	POSTAGE
16030	POSTAGE EQUIP	POSTAGE EQUIPMENT
16035	RECORDS STORAGE	BUSINESS SERVICES-RECORDS STOR
16040	MEMBER FEE/LIC	MEMBER FEE/LICENSES-NOT TRAVEL
16045	COPIERS	COPIERS
16050	CONSULTANTS	BUSINESS SERVICES-CONSULTANTS
16900	OTHER	BUSINESS SERVICES-OTHER
CONSTRUCTION		
18005	ARCHIT/ENGINEER	ARCHITECTURAL/ENGINEERING SERV
18010	GEN CONSTRUCT	GENERAL CONSTRUCTION SERVICES
18015	INT DESIGN/CONS	INTERIOR DESIGN AND CONSTRUCTI
18020	LAND PURCH/REAL	LAND PURCHASE/REAL PROPERTY
18025	SURVEY/TEST/REI	SURVEYS, TESTING, REIMBURSABLE
18900	CONSTRU-OTHER	CONSTRUCTION-OTHER
CONTRACTED SERVICE		
19000	CONTRACTED SERV	CONTRACTED SERVICES
19005	ADVERTISING-NEW	ADVERTISING-NEWSPAPER NOTIFICA
19010	AMBULANCE/EMT	AMBULANCE/EMT SERVICES
19015	APPRAISAL SERV	APPRAISAL DISTRICT SERVICES
19020	ARTIST/MURALIST	ARTIST/MURALIST
19025	AUCTION	AUCTION SERVICES
19035	COLLEGE OF MAIN	COLLEGE OF THE MAINLAND
19040	COPIER EXPENSES	COPIER EXPENSES
19045	CONSULT-ATH	CONSULTANTS-ATHLETICS
19050	CONSULT-BAND	CONSULTANTS-BAND
19055	CONSULT-CHEER	CONSULTANTS-CHEERLEADER
19060	CONSULT-CHOIR	CONSULTANTS-CHOIR
19065	CONSULT-DRILL	CONSULTANTS-DRILL TEAM
19070	CONSULT-THEATRE	CONSULTANTS-THEATRE
19075	CONSULT-TECH	CONSULTANTS-TECHNOLOGY
19080	CRIMINAL BACKGR	CRIMINAL BACKGROUND SERVICES
19085	DISC JOCKEY	DISC JOCKEY SERVICES
19090	ELECTION SERVIC	ELECTION SERVICES
19095	EQUIP REPAIR/SE	EQUIPMENT REPAIR/SERVICING
19100	EVENT JUDGES	EVENT JUDGES-NON EMPLOYEE
19105	FACILITY RENTAL	FACILITY RENTALS
19110	COURIER SERVICE	COURIER SERVICES
19115	FIREARM CERT	FIREARM CERTIFICATION (PD)
19120	GAME OFFICIALS	GAME OFFICIALS
19125	GAME WORKERS	GAME WORKERS
19130	INTERPRETOR/TRA	INTERPRETOR/TRANSLATOR
19135	MOVERS	MOVERS/MOVE MANAGEMENT
19140	OCCUPATIONAL TH	OCCUPATIONAL THERAPIST
19145	PIANO TUNING	PIANO TUNING SERVICES
19150	PHYSICAL THERAP	PHYSICAL THERAPIST
19155	PORTABLE BUILDI	PORTABLE BUILDING RENTAL/REMOV

Commodity Code	Short Description	Long Description
19160	PRINTING SERVIC	PRINTING SERVICES
19165	PSYCHOLOGIST/DI	PSYCHOLOGIST/DIAGNOSTIC SERVIC
19175	SPEECH THERAPIS	SPEECH THERAPIST
19180	TRAINER SERVICE	TRAINER SERVICES
19210	GALV CO. EMERGE	GALV CO. EMERGENCY COMM. DISTR
19215	PSYCH TEST/EVAL	PSYCH TEST/EVALUATION (PD)
19220	SEAMSTRESS/ALTE	SEAMSTRESS/ALTERATIONS
19225	DRY CLEANING	DRY CLEANING SERVICES
19240	STUDENT ASSESS	STUDENT ASSESSMENTS
19250	SET DESIGN/CONS	SET DESIGN/CONSTRUCTION THEATR
19260	SHREDDING SERVI	SHREDDING SERVICES
19900	CONTRACT SERV-O	CONTRACT SERVICES-OTHER
19910	CONSULTANTS-OTH	CONSULTANTS-OTHER
90001	Geotechnical	Geotechnical services (const)
CTE SERVICES		
20001	prof services	professional services
20015	AUDIO/VIDEO TEC	AUDIO/VIDEO TECH EQUIP/SUPPLIE
20020	FLORAL DESIGN	FLORAL DESIGN EQUIP/SUPPLIES
20025	HEALTH SCI EQUI	HEALTH SCI EQUIPMENT/SUPPLIES
20030	HOSPITALITY/TOU	HOSPITALITY/TOURISM
20035	PUBLIC SAFETY	PUBLIC SAFETY EQUIP/SUPPLIES
20040	WELDING EQUIP/S	WELDING EQUIP/SUPPLIES
20045	INSTRUCTION EQU	INSTRUCTIONAL EQUIPMENT/SUPPLI
201708	HURRICANE HARVE	HURRICANE HARVEY
21005	FEES	FEES
FINE ARTS		
22005	ART EQUIPMENT	ART EQUIPMENT
22010	ART SUPPLIES	ART SUPPLIES
22020	CHEER SUPPLIES	CHEER SUPPLIES
22040	COLOR GUARD SUP	COLOR GUARD SUPPLIES
22050	DRILL TEAM SUPP	DRILL TEAM SUPPLIES
22060	MUSIC SUPPLIES	MUSIC SUPPLIES
22065	MUSICAL INSTRUM	MUSICAL INSTRUMENTS AND EQUIPM
22070	MUSICAL INSTRUM	MUSICAL INSTRUMENT REPAIR
22075	THEATRE ARTS EQ	THEATRE ARTS EQUIPMENT
22080	THEATRE ARTS SU	THEATRE ARTS SUPPLIES/COSTUMES
22085	DANCE CLASS SUP	DANCE CLASS SUPPLIES
22095	BAND SUPPLIES	BAND SUPPLIES
22900	FINE ARTS-OTHER	FINE ARTS-OTHER
FOOD SERVICE		
23005	BREAD	BREAD
23015	DAIRY PRODUCTS	DAIRY PRODUCTS
23020	DISPOSABLE FOOD	DISPOSABLE FOOD SERVICE ITEMS
23025	FOOD SERVICE EQ	FOOD SERVICE EQUIPMENT PARTS
23030	GROCERIES	GROCERIES COMMODITY STORAGE
23035	ICE CREAM	ICE CREAM
23040	READY TO SERVE	READY TO SERVE PRODUCTS
23045	CATERING SUPPLI	CATERING SUPPLIES
23050	FOOD SERVICE-CL	FOOD SERVICE-CLEANING SUPPLIES
23900	FOOD SERVICE-OT	FOOD SERVICE-OTHER

Commodity Code	Short Description	Long Description
FUND RAISING		
24005	CAMPUS ACTIVITY	CAMPUS ACTIVITY (461)
24010	FACULTY FUNDS	FACULTY FUNDS (865)
24015	LIBRARY ACTIVIT	LIBRARY ACTIVITY (461)
24020	PRINCIPAL'S ACT	PRINCIPAL'S ACTIVITY (461)
24025	STUDENT GROUPS	STUDENT GROUPS (865) AND (461)
24030	VENDING ACTIVIT	VENDING ACTIVITY (461)
24900	FUNDRAISING-OTH	FUNDRAISING-OTHER
FURNITURE AND EQUIPMENT (NON-CAPITAL OUTLAY)		
25000	FURNITURE/EQUIP	FURNITURE/EQUIP
25005	ADM FURNITURE	ADM FURNITURE/EQUIP
25010	APPLIANCES	APPLIANCES
25015	INSTR FURNITURE	INSTRUCTIONAL FURNITURE
25020	CAFE FURNITURE	CAFE FURNITURE
25025	TECH FURNITURE	TECHNOLOGY FURNITURE/EQUIP
25030	AG FURNITURE	AG FURNITURE/EQUIP
25035	ATH FURNITURE	ATHLETIC FURNITURE/EQUIP
25040	CTE CLASSROOM	CTE CLASSROOM FURNITURE/EQUIP
25045	PLAYGROUND EQUI	PLAYGROUND EQUIPMENT
25050	LIBRARY FURNITU	LIBRARY FURNITURE
25055	OFFICE FURNI	OFFICE FURNITURE
25060	RUGS FURNITURE	RUGS FURNITURE
25900	FURNITURE-OTHER	FURNITURE-OTHER
GENERAL GROCERIES AND SUPPLIES		
26005	GROCERIES-GENER	GROCERIES-GENERAL, MEETINGS, T
26010	GROCERY SUPPLIE	GROCERY SUPPLIES-MISC
26015	GENERAL MERCHAN	GENERAL MERCHANDISE
26900	GENERAL GROCERY	GENERAL GROCERY SUPPLIES OTHER
GROUNDS EQUIPMENT, SUPPLIES, CONTRACTED SERVICES		
27005	CHEMICALS & FER	CHEMICALS & FERTILIZERS
27015	GROUNDS-EQUIP	GROUNDS-EQUIPMENT/EQUIP REPAIR
27020	LANDSCAPING MAT	LANDSCAPING MATERIALS & SUPPLI
27030	SOIL, GRAVEL,	SOIL, GRAVEL, GROUND FILL, MULC
27035	ATHLETIC FIELD	ATHLETIC FIELD MAINT
27900	GROUNDS EQUIP	GROUNDS EQUIP/SUPPLIES-OTHER
INSURANCE		
28005	INS-BONDING	INS-BONDING FEES & SUPPLIES
28025	INS-PROFESSIONA	INS-PROFESSIONAL LIABILITY
28030	INS-PROP & CASU	INS-PROP & CASUALTY
28035	INS-STOP LOSS	INS-STOP LOSS
28040	INS-STUDENT	INS-STUDENT
28055	INS-LAPTOPS	INS-LAPTOPS
28060	INS-ORGANIZATIO	INS-ORGANIZATIONAL LIABILITY
28900	INSURANCE-OTHER	INSURANCE-OTHER
MAINTENANCE SERVICES		
29005	ELECTRICAL SERV	ELECTRICAL SERVICES-CONTRACTED
29010	ELEVATOR MAINT	ELEVATOR MAINTENANCE & REPAIR
29015	EMERGENCY GENER	EMERGENCY GENERATORS
29020	EQUIPMENT RENTA	EQUIPMENT RENTALS

Commodity Code	Short Description	Long Description
29025	FENCING SERVICE	FENCING SERVICES
29030	FIRE EQUIPMENT	FIRE EQUIPMENT MAINT & REPAIRS
29035	GLASS REPLACEME	GLASS REPLACEMENT
29040	GYM FLOOR REFIN	GYM FLOOR REFINISHING
29045	HAZARDOUS WASTE	HAZARDOUS WASTE DISPOSAL
29050	MAINT-LIC&FEES	MAINT-LICENSING&FEES
29055	PEST CONTROL	PEST CONTROL SERVICES
29060	PLUMBING SERVIC	PLUMBING SERVICES
29065	MAINT-PROF SERV	MAINT-PROFESSIONAL SERVICES
29070	ROOFING SERVICE	ROOFING SERVICES
29075	WASTE MANAGEMEN	WASTE MANAGEMENT SERVICES
29080	HVAC SERVICES	HVAC SERVICES
29085	SECURITY MONITO	SECURITY MONITORING SERVICES
29090	RADIO REPAIRS	RADIO REPAIRS
29095	SCOREBOARD INSP	SCOREBOARD INSPECTIONS/REPAIR
29000	INSPECTIONS/CLEANING	CONTRACTED SERV-INSPECTIONS/CLEANING
29100	WATER CHILLER	WATER CHILLER MAINT/REPAIRS
29105	GENERATOR SERVI	GENERATOR SERVICES
29110	CONCRETE/PAVING	CONCRETE/PAVING SERVICES
29115	WATER PROOFING	WATER PROOFING SERVICES
29120	FLOORING SERVIC	FLOORING SERVICES
29125	ASPHALT PARKING	ASPHALT PARKING LOT SERVICES
29130	ASPHALT PARKING	ASPHALT PARKING CONSTUCTION
29135	ASPHALT PARKING	ASPHALT PARKING MAINT/REPAIRS
29145	MOLD AND BACTER	MOLD AND BACTERIA REMOVAL
29150	AIR QUALITY TES	AIR QUALITY TESTING
29155	OVERHEAD DOOR M	OVERHEAD DOOR MAINT
29160	ASBESTOS ABATEM	ASBESTOS ABATEMENT
29165	SIGNAGE-NEW & R	SIGNAGE-NEW & REFURBISHED
29900	MAINT SERVICES	MAINT SERVICES OTHER
MAINTENANCE SUPPLIES AND EQUIPMENT		
30000	Electronic Hard	Electronic Hardware
30005	MAINT CHEMICALS	MAINT CHEMICALS
30015	CLEANING/CUSTOD	CLEANING/CUSTODIAL SUPPLIES
30020	COMM LAUNDRY SU	COMM LAUNDRY SUPPLIES
30025	CUSTODIAL EQUIP	CUSTODIAL EQUIPMENT
30030	ELECTRICAL MATE	ELECTRICAL MATERIALS
30035	FENCING MATERIA	FENCING MATERIALS
30040	FLOOR COVERING	FLOOR COVERING
30045	GENERAL BUILDIN	GENERAL BUILDING MAT AND SUPPL
30050	HVAC REFRIGERAT	HVAC REFRIGERATION MATERIALS
30055	HVAC SUPPLIES	HVAC SUPPLIES AND FILTERS
30060	LAMPS AND BULBS	LAMPS AND BULBS
30065	PAINT & PAINT S	PAINT & PAINT SUPPLIES
30070	PLUMBING MATERI	PLUMBING MATERIALS EQUIP/SUPPL
30075	WELDING EQUIP/S	WELDING EQUIP/SUPPLIES
30080	SAFETY SIGNS	SAFETY SIGNS
30900	MAINT EQUIP/SUP	MAINT EQUIP/SUPPLIES-OTHER
OFFICE SUPPLIES-GENERAL		
31005	OFFICE SUPPLIES	OFFICE SUPPLIES-GENERAL
31010	COPIER SUPPLIES	COPIER SUPPLIES
31015	PERIODICALS	PERIODICALS

Commodity Code	Short Description	Long Description
31020	OFFICE MACHINES	OFFICE MACHINES UNDER \$5000
32005	PAPER-GENERAL	PAPER-GENERAL
POLICE DEPARTMENT		
33005	POLICE-EQUIPMEN	POLICE-EQUIPMENT
33010	POLICE-SUPPLIES	POLICE-SUPPLIES
33015	POLICE-UNIFORMS	POLICE-UNIFORMS AND CROSSING G
33020	POLICE-BODY CAM	POLICE-BODY CAMERAS
33900	POLICE-OTHER	POLICE-OTHER
PORTABLE BUILDINGS		
34010	RAMPS & WALKWAY	RAMPS & WALKWAYS
34900	PORTABLE BUILDI	PORTABLE BUILDING
PRINT SHOP		
35005	PRINT SHOP-EQUI	PRINT SHOP-EQUIP MAINT/REPAIRS
35010	PRINT SHOP MANA	PRINT SHOP MANAGEMENT
35015	PRINT SHOP-PROD	PRINT SHOP-PRODUCTION MATERIAL
35020	PRINT SHOP EQUI	PRINT SHOP EQUIPMENT
35025	PRINT SHOP LAMI	PRINT SHOP LAMINATOR SUPPLIES
35030	PRINT SHOP COPI	PRINT SHOP COPIER SUPPLIES
35900	PRINT SHOP-OTHE	PRINT SHOP-OTHER
PROMOTIONAL		
36005	EMPLOYEE GOODWILL	EMPLOYEE GOODWILL
36010	PROMOTIONAL-APPAREL	PROMOTIONAL-APPAREL
36015	PROMOTIONAL-NON APPAREL	PROMOTIONAL-NON APPAREL
36020	STUDENT INCENTIVES	STUDENT INCENTIVES
36025	STUDENT RECOGNITIONS	STUDENT RECOGNITIONS
36900	PROMOTIONAL-OTHER	PROMOTIONAL-OTHER
37000	REFUND/PETTY CASH	REFUND/PETTY CASH
37005	REFUND TO INDIVIDUAL/ORGANIZATI	REFUND TO INDIVIDUAL/ORGANIZATION
37010	PETTY CASH TO CAMPUS/DEPT	PETTY CASH TO CAMPUS/DEPT
RESTAURANT SERVICES		
38010	PREPARED MEALS	PREPARED MEALS
38900	RESTAURANT SERV	RESTAURANT SERVICES
SAFETY AND WELLNESS		
39005	CLINIC EQUIPMEN	CLINIC EQUIPMENT
39010	CLINIC & MEDICA	CLINIC & MEDICAL SUPPLIES
39900	SAFETY & WELLNE	SAFETY & WELLNESS
STAFF DEVELOPMENT		
40000	Service Contrac	Service Contract
40005	STAFF DEV-CONSU	STAFF DEV-CONSULTANT
40010	STAFF DEV-CONSU	STAFF DEV-CONSULTANT TRAVEL
40015	STAFF DEV-MEMBE	STAFF DEV-MEMBERSHIP/FEES/DUES
40020	STAFF DEV-REFER	STAFF DEV-REFERENCE BOOKS/MATE
40025	STAFF DEV-REGIS	STAFF DEV-REGISTRATION FEES
40030	STAFF DEV-TRAIN	STAFF DEV-TRAINING MATERIALS
40035	STAFF DEV-ON-LI	STAFF DEV-ON-LINE TRAINING
40900	STAFF DEV-OTHER	STAFF DEV-OTHER

Commodity Code	Short Description	Long Description
STUDENT ACTIVITIES		
41005	STUDENT-EVENT R	STUDENT-EVENT REGISTRATION
41010	STUDENT-ORGANIZ	STUDENT-ORGANIZATION MEMBERSHI
41900	STUDENT ACTIVIT	STUDENT ACTIVITIES-OTHER
TEACHING AND INSTRUCTIONAL		
42005	TEACH-ADAPTIVE	TEACH-ADAPTIVE EQUIPMENT/SUPPL
42010	TEACH-ADAPTIVE	TEACH-ADAPTIVE EQUIPMENT REPAI
42015	TEACH-SPECIAL N	TEACH-SPECIAL NEEDS
42020	TEACH-BILINGUAL	TEACH-BILINGUAL MATERIALS
42025	TEACH-BOOKS INS	TEACH-BOOKS INSTRUCTIONAL
42030	TEACH-BOOKS LIB	TEACH-BOOKS LIBRARY
42035	TEACH-CALCULATO	TEACH-CALCULATORS
42040	TEACH-COUNSELIN	TEACH-COUNSELING MATERIALS
42045	TEACH-EDUCATION	TEACH-EDUCATIONAL TESTING SERV
42050	GENERAL CLASSRO	GENERAL CLASSROOM SUPPLIES
42055	MAGAZINE SUBSCR	MAGAZINE SUBSCRIPTIONS
42060	PREPARED MEDIA	PREPARED MEDIA INSTRUCTIONAL/L
42065	SCIENCE EQUIPME	SCIENCE EQUIPMENT MATERIALS/SU
42070	STUDENT PLANNER	STUDENT PLANNERS
42075	TESTING MATERIA	TESTING MATERIALS
42080	UIL ACADEMIC CO	UIL ACADEMIC COMPETITION
42085	STUDENT-LIBRARY	STUDENT-LIBRARY SUPPLIES
42090	STUDENT-TESTING	STUDENT-TESTING SUPPLIES
42095	MATH MANIPULATI	MATH MANIPULATIVES/SUPPLIES
42900	TEACHING AND IN	TEACHING AND INSTRUCTIONAL
TECHNOLOGY		
43005	AUDIO/VISUAL EQ	AUDIO/VISUAL EQUIPMENT/SUPPLIE
43010	CAMPUS RADIOS,	CAMPUS RADIOS, EQUIPMENT/REPAI
43015	CCTV-EQUIPMENT	CCTV-EQUIPMENT & INSTALLATION
43020	"CLICKERS" E IN	"CLICKERS" E INSTRUCTION
43025	COMPUTERS	COMPUTERS
43030	COMPUTER PARTS/	COMPUTER PARTS/ACCESSORIES
43035	ID BADGES-EQUIP	ID BADGES-EQUIPMENT & SUPPLIES
43040	INFASTRUCTURE-S	INFASTRUCTURE-SUPPLIES & INSTA
43045	INTERNET ACCESS	INTERNET ACCESS
43050	PRINTERS/PLOTTE	PRINTERS/PLOTTERS
43055	PRINTERS PARTS/	PRINTERS PARTS/SUPPLIES
43060	RAPTOR SYSTEM S	RAPTOR SYSTEM SUPPLIES
43065	SERVER ROOM-EQU	SERVER ROOM-EQUIPMENT/SUPPLIES
43070	SMARTBOARDS	SMARTBOARDS
43075	SOFTWARE-ADMIN	SOFTWARE-ADMINISTRATIVE
43080	SOFTWARE-INSTR	SOFTWARE-INSTRUCTIONAL
43085	SOFTWARE-LIBRAR	SOFTWARE-LIBRARY
43090	SOFTWARE-PROF D	SOFTWARE-PROF DEVELOPMENT
43095	SOFTWARE-TAX OF	SOFTWARE-TAX OFFICE
43100	TELECOMMUNICATI	TELECOMMUNICATIONS
43105	TECH EQUIPMENT/	TECH EQUIPMENT/PARTS/SUPPLIES
43110	TECH EQUIPMENT	TECH EQUIPMENT INSTALLATION/RE
43115	TECH-LICENSING	TECH-LICENSING SUBSCRIPTIONS
43120	WEBSITE ACCESS	WEBSITE ACCESS-ADMIN
43125	WEBSITE ACCESS	WEBSITE ACCESS-INSTRUCTIONAL
43130	SKYWARD LICENSE	SKYWARD LICENSE RENEWALS

Commodity Code	Short Description	Long Description
43135	TECH SUPPORT HO	TECH SUPPORT HOURS
43140	TECH WARRANTY R	TECH WARRANTY RENEWALS
43145	SOFTWARE-ATHLET	SOFTWARE-ATHLETICS
43150	INTERNET SUPPOR	INTERNET SUPPORT/MAINT
43155	TECH SERVICES-C	TECH SERVICES-CONTRACTED
43160	COMPUTER MEMORY	COMPUTER MEMORY/STORAGE
43165	SOFTWARE-INSTR.	SOFTWARE-INSTR. SUPPORT
43170	SOFTWARE-M&O	SOFTWARE-M&O
43175	SOFTWARE-POLICE	SOFTWARE-POLICE DEPARTMENT
43180	SOFTWARE-FOOD S	SOFTWARE-FOOD SERVICE
43185	TECH LICENSE RE	TECH LICENSE RENEWALS
43190	SOFTWARE-TRANSP	SOFTWARE-TRANSPORTATION
43900	TECHNOLOGY-OTHE	TECHNOLOGY-OTHER
TEXTBOOKS AND SUPPLIES		
44005	STUDENTS-TEXTBO	STUDENTS-TEXTBOOKS
44010	STUDENT-ANCILLA	STUDENT-ANCILLARY MATERIALS
44015	STUDENTS-BOOK C	STUDENTS-BOOK COVERS
TRANSPORTATION-CONTRACTED SERVICES		
45005	BUS REPAIRS	BUS REPAIRS
45010	DRIVER PHYSICAL	DRIVER PHYSICALS
45015	DRUG TESTING SE	DRUG TESTING SERVICES
45020	TRANS-EQUIPMENT	TRANS-EQUIPMENT REPAIR
45025	FUEL TANK SERVI	FUEL TANK SERVICES
45035	TOWING SERVICES	TOWING SERVICES
45040	VEHICLE INSPECT	VEHICLE INSPECTIONS
45045	VEHICLE REPAIRS	VEHICLE REPAIRS
45050	TRANS-STAFF DEV	TRANS-STAFF DEVELOPMENT
45055	TRANS-CAMERA	TRANS-CAMERA INSTALLATION
45060	TRANSMISSION SE	TRANSMISSION SERVICES
45900	TRANS-CONTRACTE	TRANS-CONTRACTED SERVICES
TRANSPORTATION-PARTS AND SUPPLIES		
46005	TRANS-A/C PARTS	TRANS-A/C PARTS
46010	AUTO PARTS/SUPP	AUTO PARTS/SUPPLIES
46015	BUS PARTS/SUPPL	BUS PARTS/SUPPLIES
46020	TRANS-EQUIP/PAR	TRANS-EQUIP/PARTS/SUPPLIES
46025	FUEL	FUEL
46030	LUBRICANTS	LUBRICANTS
46035	TRANS-SHOP SUPP	TRANS-SHOP SUPPLIES
46040	TIRES	TIRES
46045	TRANS-TECH HARD	TRANS-TECH HARDWARE/EQUIP
46050	TRANSMISSIONS	TRANSMISSIONS
46055	VEHICLE/OFFICE	VEHICLE/OFFICE RADIOS
46900	TRANS-PART/SUPP	TRANS-PART/SUPPLIES-OTHER
TRANSPORTATION-VEHICLES		
47005	AUTOMOBILES	AUTOMOBILES
47010	BUSES	BUSES
47015	TRUCKS	TRUCKS
47020	SUVS	SUVS
47025	VANS	VANS
47030	GOLF CARTS	GOLF CARTS

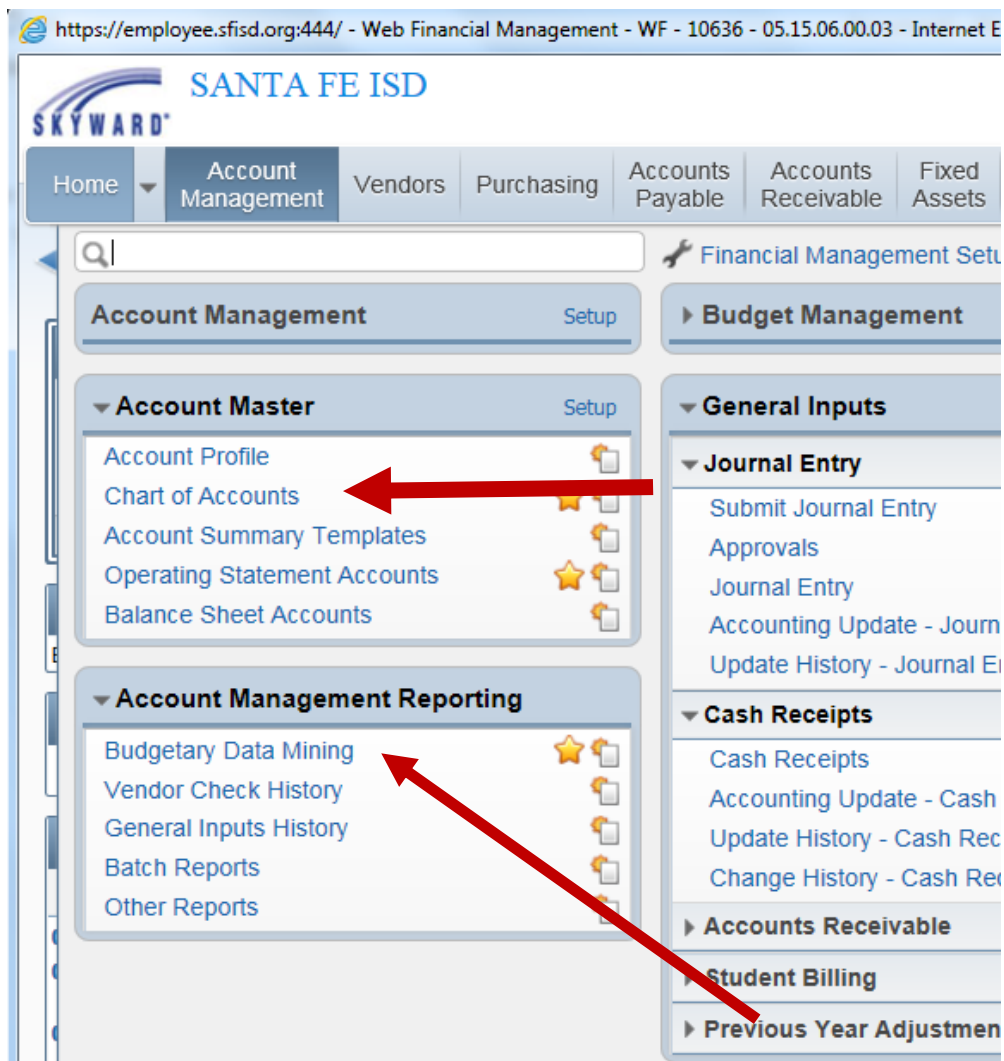
Commodity Code	Short Description	Long Description
47035	UTILITY VEHICLE	UTILITY VEHICLES
47040	ATVS	ATVS
47045	VEHICLE EQUIPM	VEHICLE EQUIPMENT
47900	VEHICLES-OTHER	VEHICLES-OTHER
TRAVEL-STAFF AND STUDENT		
48005	TRAVEL-ADMISSIO	TRAVEL-ADMISSION-TICKETS
48010	TRAVEL-AIRFARE	TRAVEL-AIRFARE
48015	TRAVEL-LODGING	TRAVEL-LODGING
48020	TRAVEL-INT/MEAL	TRAVEL-INT/MEALS/MILE/PARK
48025	TRAVEL-REGISTRA	TRAVEL-REGISTRATION FEES
48030	TRAVEL-TRANSIT	TRAVEL-TRANSIT FEES
48900	TRAVEL--OTHER	TRAVEL--OTHER
50000	Electronic Sftw	Electronic Software
VEHICLE RENTALS		
50005	RENTALS-CARGO	RENTALS-CARGO TRUCK/VAN
50010	RENTALS-CHARTER	RENTALS-CHARTER BUS
50015	RENTALS-FORKLIF	RENTALS-FORKLIFT/HEAVY EQUIPME
50020	RENTALS-TRACTOR	RENTALS-TRACTOR/TRAILER
50025	RENTALS-AUTO RE	RENTALS-AUTO RENTAL
50030	RENTALS-SUV	RENTALS-SUV
50900	RENTALS-VEHICL	RENTALS-VEHICLE OTHER
UTILITIES		
51005	UTILITIES-ELECT	UTILITIES-ELECTRICITY
51010	UTILITIES-GAS	UTILITIES-GAS
51015	UTILITIES-WATER	UTILITIES-WATER
51020	UTILITIES-TELEP	UTILITIES-TELEPHONE/CABLE
51900	UTILITIES-OTHER	UTILITIES-OTHER
FREIGHT		
99999999	Freight	Freight

Purchasing Reminders

2025-2026

- Purchase orders are no longer printed or mailed. For the purpose of record keeping, all purchase orders can be viewed in Skyward Finance.
- All purchase orders will be received in Skyward Finance either as the items are delivered or when the order has been delivered in its entirety.
- Blanket purchase will no longer be accepted with the exception of Maintenance & Operations, Transportation, Child Nutrition and Library orders from specific vendors.
- All items on the purchase order must be listed. No orders that say “see attached” and accompanied by a “shopping cart” will be accepted. The exception will be for large library book orders, textbooks, cheer and band uniforms, etc.
- *District PCards may be used for purchases under \$500, any purchase over \$500 will need to be approved by the Purchasing Department and needs to be requested via email and will be granted permission on a case by case basis.*
- *District PCards may NOT be used for purchases with grant funds.*
- Every purchase order must have a quote attached that matches the amount of the purchase order and the quote must be current. If the order has been approved by the budget manager after the quote has expired, a new quote must be obtained from the vendor and attached to the purchase order.
- *All purchase orders must include a contract number.*
- *All purchase orders must be coded by commodity and account code by line item.*
- All purchase orders for contracted services by a vendor, must have a copy of the vendor’s liability insurance policy attached at the time the requisition is entered in Skyward. This includes contractors working on site as well as vendors providing rental services to the district. Example: Inflatable equipment for student incentives, food trucks, etc.
- Quotes for Technology purchases should be obtained through the Technology Department.
- The Maintenance Department will no longer warehouse/store purchases. All orders will be delivered to the campus/department for on-site storage.
- Orders for stock should not be more than two to three months’ usage and stored on-site.
- Standard copy paper will be purchased through the Purchasing Department on an as needed basis.
- A completely processed purchase order is a binding contract between the district and the vendor. Without a signed purchase order from the Chief Financial Officer, the district is not responsible for any debts incurred. All purchase orders will be processed through the Business Department and delivered to the Maintenance Department for distribution.
- Orders placed or purchased by a district representative, with personal funds, will not be reimbursed.
- All amazon orders are a minimum of \$25.00, please bundle orders in order to obtain free shipping.
- We do not pay sales tax
- New vendor forms
- New W-9 Forms
- New Hotel Exempt Forms
- Send email to Jake Patton when deliveries are expected via Freight or Truckload
- *Commodity Codes will need to be listed on p-card transactions*
- *New bulk paper request procedures are updated in the purchasing manual*
- *Check requests for professional services performed AFTER the service is performed is not permitted*
- *Check requests for items purchased without a Purchase Order are not permitted*
- *All Independent Contractors must be approved before work is completed and must be on a Purchase Order*

Skyward Reports Chart of Accounts and Data Mining April 2018



Home	Management	Vendors	Purchasing	Accounts Payable	Accounts Receivable	Assets	Inventory	SBA	Reports	Reporting	Mar
Budgetary Data Mining											
Views: All Report Types										Filters: Current Reports	
Report Name*	Report Title	Created By	Access	Report Type							
! 01 High School 001 199 Regular	! 01 High School 001 199 Regular	DAVIDLEE000	R	Revenue/Expense Summary							
! 02 SFJH 041 199 Regular	! 02 SFJH 041 199 Regular	DAVIDLEE000	R	Revenue/Expense Summary							
! 04 Kubacak 104 199 Regular	! 04 Kubacak 104 199 Regular	DAVIDLEE000	R	Revenue/Expense Summary							
! 05 RJW 103 199 Regular	! 05 RJW 103 199 Regular	DAVIDLEE000	R	Revenue/Expense Summary							
! 06 budget manager 199 Regular	! 06 budget manager 199 Regular	DAVIDLEE000	R	Revenue/Expense Summary							
! 07 budget manager 199 Regular	! 07 budget manager 199 Regular	DAVIDLEE000	R	Revenue/Expense Summary							
! 08 budget manager 199 Regular	! 08 budget manager 199 Regular	DAVIDLEE000	R	Revenue/Expense Summary							
! 09 budget manager 199 Regular	! 09 budget manager 199 Regular	DAVIDLEE000	R	Revenue/Expense Summary							
! 10 budget manager 199 Regular	! 10 budget manager 199 Regular	DAVIDLEE000	R	Revenue/Expense Summary							
! 11 budget manager 199 Regular	! 11 budget manager 199 Regular	DAVIDLEE000	R	Revenue/Expense Summary							
! 12 budget manager 199 Regular	! 12 budget manager 199 Regular	DAVIDLEE000	R	Revenue/Expense Summary							
! 13 budget manager 199 Regular	! 13 budget manager 199 Regular	DAVIDLEE000	R	Revenue/Expense Summary							
! 14 budget manager 199 Regular	! 14 budget manager 199 Regular	DAVIDLEE000	R	Revenue/Expense Summary							
! 15 budget manager 199 Regular	! 15 budget manager 199 Regular	DAVIDLEE000	R	Revenue/Expense Summary							
! 16 budget manager 199 Regular	! 16 budget manager 199 Regular	DAVIDLEE000	R	Revenue/Expense Summary							
! 17 budget manager 199 Regular	! 17 budget manager 199 Regular	DAVIDLEE000	R	Revenue/Expense Summary							
! 18 budget manager 199 Regular	! 18 budget manager 199 Regular	DAVIDLEE000	R	Revenue/Expense Summary							

https://employee.sfsd.org:444/?isPopup=true - Runtime Parameters - WF\AM\RP\DM\D...

Runtime Parameters



Runtime Report Parameters

Report Name: LEE 2015/2016 FY Budget

Reporting Month: Entered Month ▼

Select Month: June ▼

Year: 2016 ▼

☐ Print Title Page

☐ Print Greenbar

[Print](#)

[Back](#)

Runtime Report Setup

How do you want to change runtime setup?

☒ Use current setup - no change

☐ Change setup for this run only - do not save

☐ Change setup for this run and save setup

Report Name: LEE 2015/2016 FY Budget

[Parameters](#)

[Breaks](#)

[Account Ranges](#)

[Field Selection](#)

100%

The screenshot displays the SAP S/4HANA 'Chart of Accounts' configuration interface. At the top, the 'Account Management' menu is visible. The 'Chart of Accounts' title bar shows the fiscal year '2019-2020' and the account sequence 'REGULAR ACCOUNT SEQUENCE'. The 'Default Quick Filter' is set to '0'. The 'Standard settings' section is highlighted with a green box. The 'Insert the budget manager' button is highlighted with a green box. The 'FUND' field is set to '70'. The 'FUNCTION' field is set to '70'. The 'OBJECT' field is set to '70'. The 'SUB-OBJECT' field is set to '70'. The 'ORGANIZ.' field is set to '70'. The 'Reset' button is highlighted with a green box. The 'Apply Filter' and 'Hide Filter' buttons are also visible. The main table shows the account structure for the fiscal year 2019-2020, with columns for account number, description, and various flags.

**Santa Fe Independent School District
Account Code Guide
2020-2021**

OVERVIEW OF ACCOUNT CODES

Section 44.007 of the Texas Education Code requires that a standard school district fiscal accounting system be adopted by each school district. The system must meet at least the minimum requirements prescribed by the State Board of Education and also be subject to review and comment by the state auditor. Additionally, the accounting system must **conform to Generally Accepted Accounting Principles (GAAP)**. **This section further** requires that a report be provided at the time that the school district budget is filed, showing financial information sufficient to enable the State Board of Education to monitor the funding process and to determine educational system costs by school district, campus, and program.

The Texas Education Code, Section 44.008, requires each school district to have an annual independent audit conducted that meets the minimum requirements of the State Board of Education, subject to review and comment by the state auditor. The annual audit must include the performance of certain audit procedures for the purpose of reviewing the accuracy of the fiscal information provided by the district through the Public Education Information Management System (PEIMS). The audit procedures are to be adequate to detect material errors in the school district's fiscal data to be reported through the PEIMS system for the fiscal period under audit.

A major purpose of the following accounting code structure is to establish the standard school district fiscal accounting system required by law. Although certain codes within the overview may be used at local option, the sequence of the codes within the structure, and the funds and chart of accounts, are to be uniformly used by all school districts in accordance with generally accepted accounting principles (GAAP).

FUND CODE

WHO IS FUNDING THE BUDGET?

A mandatory three-digit code to be used for all financial transactions to identify the fund group and specific fund. The first digit refers to the fund group and the second and third digit specifies the fund.

199-11-6399-00-001-0-11-000

GOVERNMENTAL FUNDS

199 GENERAL FUND (PEIMS)

SPECIAL REVENUE FUNDS

200 – 289 FEDERALLY FUNDED (see FASRG)

460 – 499 LOCALLY FUNDED (see FASRG)

461 CAMPUS ACTIVITY FUND

AGENCY FUNDS

865 STUDENT ACTIVITY FUND (PEIMS)

899 FACILITY FUNDS (Local Agency)

FUNCTION CODE**FOR WHAT PURPOSE IS THE MONEY BEING EXPENDED?**

A mandatory two-digit code applied to expenditures that identifies the purpose of the transaction. The first digit identifies the major class and the second digit refers to the specific function within the area.

199-11-6399-00-001-0-11-000

11 INSTRUCTION (PEIMS)

This function is used for activities that deal directly with the interaction between teachers and students. Teaching may be provided for students in a school classroom, in another location such as a home or hospital, and in other learning situations. It may also be provided through some other approved medium such as television, radio, telephone, telecommunications, multimedia, and correspondence. This function includes expenditures for direct classroom instruction and other activities that deliver, enhance, or direct the delivery of learning situations to students.

Costs include salaries and related expenditures associated with:

- Classroom teachers
- Teacher aides
- Classroom assistants
- Graders
- Staff working in the classroom on a dedicated basis
- Adult basic education teachers
- Substitute teachers (all substitute teachers effective 2008-2009 fiscal year)
- Special education instructional services, including speech, occupational and physical therapy
- Upkeep and repairs to instructional materials and equipment in the classroom
- Instruction in health
- Field trips
- Band instruments purchased by the school district
- Instructional computer labs, supplies, etc.
- Testing materials for tests developed and administered by teachers
- Graduation expenditures

12 INSTRUCTIONAL RESOURCES AND MEDIA SERVICES (PEIMS)

This function is used for expenditures that are directly and exclusively used for resource centers, establishing and maintaining libraries, and other major facilities dealing with educational resources and media.

Costs include salaries and related expenditures associated with:

- Librarians
- Library aides and assistants
- Media or resource center personnel who work in an audiovisual center, television studio, or related work-study areas
- Network manager or technology coordinator for instructional networks
- Library books, films, video cassettes, CD ROM disks, and other media that are maintained by a resource center or library
- Supplies for binding and repairing books or other media contained in the resource center
- Upkeep and repairs to media, library, and resource center materials and equipment

13 CURRICULUM DEVELOPMENT AND INSTRUCTIONAL STAFF DEVELOPMENT (PEIMS)

This function is used for expenditures that are exclusively used to aid instructional staff in planning, developing and evaluating the process of providing learning experiences for students. Expenditures include in-service training and other staff development for instructional or instructional related personnel (Functions 11 and 12) of the school district. This function also includes expenditures related to research and development activities that investigate, experiment, and/or follow-through with the development of new or modified instructional methods, techniques, procedures, services, etc.

Costs to include:

- Staff that research and develop innovative, new, or modified instruction
- Fees for outside consultants conducting in-service training or staff development for instructional and instructional related staff
- Staff who prepare and/or conduct in-service training or staff development for instructional and instructional related staff
- Travel and subsistence for instructional and instructional related staff to attend in-service or staff development meetings
- Substitute pay for instructional staff attending staff development or in-service training
- Supplies, materials and equipment for curriculum development or in-service training
- Upkeep and repairs to equipment used for curriculum development or in-service training
- Curriculum coordinator (not responsible for supervising instructional staff) and Assistant Superintendent for Curriculum

21 INSTRUCTIONAL LEADERSHIP (PEIMS)

This function is used for expenditures that are directly used for managing, directing, supervising, and providing leadership for staff who provide general and specific instructional services.

Costs to include:

- Instructional supervisors
- Special population or educational program coordinators or directors (Chapter 1, Special Education, Career and Technology Education, etc.) and related support staff
- Upkeep and repairs to materials and equipment related to instructional leadership
- Assistant/Associate Superintendent(s) for Instruction

23 SCHOOL LEADERSHIP (PEIMS)

This function is used for expenditures that are used to direct and manage a school campus.

Costs to include:

- Principals, assistant principals, and related staff
- Staff who coordinate instructional activities with those of the entire school district
- Staff to record, compile, and report pupil attendance data
- Campus staff that maintain principal's activity or student activity funds
- All expenditures related to teacher appraisal
- Staff to record, compile, and report student grades
- Upkeep and repairs to equipment related to school leadership
- Computers that are used exclusively by the school leadership staff

31 GUIDANCE, COUNSELING, AND EVALUATION SERVICES (PEIMS)

This function is used for expenditures that are directly and exclusively used for assessing and testing students' abilities, aptitudes, and interests; counseling students with respect to career and educational opportunities and helping them establish realistic goals. This function includes costs of psychological services, identification of individual characteristics, testing, educational counseling, student evaluation, and occupational counseling.

Costs to include:

- Counselors and related staff, including career and technology or occupational counselors
- Staff who research and evaluate the effectiveness of programs
- Mental health screening
- Psychologists
- Psychiatrists
- Diagnosticians
- Director of Guidance and Counseling
- Student appraisal services
- Maintaining information on home and family background, standardized test results, and school performance
- Maintaining information on course of study for each student
- Placement services
- Testing materials for standardized tests

- Contracted testing services for standardized tests
- Student / parent counseling
- Upkeep and repairs to equipment related to guidance and counseling services

32 SOCIAL WORK SERVICES (PEIMS)

This function is used for expenditures that are directly and exclusively used for activities such as:

- ❖ Investigating and diagnosing student social needs arising out of the home, school, or community
- ❖ Casework and group work services for the child, parent, or both
- ❖ Interpreting the social needs of students for other staff members
- ❖ Promoting modification of the circumstances surrounding the individual student which are related to his or her social needs

Costs to include:

- Truant / attendance officers
- Social workers
- Non-instructional home visitors
- Upkeep and repairs to materials and equipment related to social work services

33 HEALTH SERVICES (PEIMS)

This function is used for expenditures that are directly and exclusively used for providing physical health services which are not direct instruction. This includes activities that provide students with appropriate medical, dental, and nursing services.

Costs to include:

- Nurses and nurses' aides
- Contracted medical services
- Staff and student inoculations
- Medical and health supplies for the use of students
- Medicaid administrative expenditures
- Student physical health screening and referral
- Upkeep and repairs to materials and equipment related to health services

34 STUDENT TRANSPORTATION (PEIMS) (For Transportation Dept. Use Only)

This function is used for expenditures that are incurred for transporting students to and from school.

Expenditures for regular bus routes to and from school are to be recorded using Program Intent Code 99 and Organization Code 999.

Costs to include:

- Transportation supervisors, directors, bus drivers, and bus maintenance personnel
- Fuel, tires, etc. for buses
- Contracted repair of buses
- Bus driver training and certification
- Fleet insurance for buses
- Bonding expenditures for bus drivers
- Initial purchase of school buses

35 FOOD SERVICES (PEIMS) (For Child Nutrition Dept. Use Only)

This function is used for food service operation expenditures, including the cost of food, labor, and other expenditures necessary for the preparation, transportation, and storage of food to provide to students and staff. Expenditures are used directly and exclusively for supervision and maintenance of a food service operation.

Costs to include:

- Food service supervisors, directors, cooks, and related staff
- Food purchases
- Non-food purchases such as plates, silverware, napkins, etc.
- Commodities
- Purchase of vehicles and other transportation costs for the purpose of transporting food from central locations to satellite locations
- Purchase of food service equipment

36 EXTRACURRICULAR ACTIVITIES (PEIMS)

This function is used for expenditures for school-sponsored activities outside of the school day. These activities are generally designed to provide students with experiences such as motivation and the enjoyment and improvement of skills in either a competitive or noncompetitive setting.

Extracurricular activities include athletics and other activities that normally involve competition between schools (and frequently involve offsetting gate receipts or fees such as football, baseball, volleyball, track, tennis, etc.). Other kinds of related activities are included (such as drill team, pep squad, cheerleading, UIL competition such as one-act plays, speech, debate, band, FFA, NHS, etc.).

Costs to include using Program Intent Code 91:

- Athletic salary supplements paid exclusively for coaching, directing, or sponsoring extracurricular athletics, drill team, pep squad or cheerleaders

- Athletic directors / assistants and trainers
- Expenditures for insurance to cover student injuries that take place while participating in athletics
- Physical examinations for purposes of athletics
- Medical and health supplies to be used for athletics
- Athletic supplies and equipment, including uniforms, etc.
- Game officials
- Travel for coaches, trainers, sponsors, and students including meals and lodging
- Membership fees and dues for coaches
- Gatekeepers, timers, scorekeepers at athletic events

Costs to include using Program Intent Code 99:

- Travel for students, band directors, sponsors of debate, science competition, etc., including meals and lodging
- Additional costs associated with serving as band directors, sponsors of UIL speech, debate, science competition, etc., class sponsors, student organization sponsors (i.e. FFA, NHS, etc.). This includes costs associated with additional days employed
- Band uniforms

41 GENERAL ADMINISTRATION (PEIMS)

This function is for expenditures that are for the purposes of managing or governing the school district as an overall entity. This function covers multiple activities that are not directly and exclusively used for costs applicable to specific functions. General administration is an indirect cost applicable to other expenditure functions of a school district.

Program Intent Code 99 is to be used for all expenditures in Function 41. The organization codes specified in the 700 organization code group are the only organization codes to be used with Function 41 costs and may not be used in any other function, other than specific costs in Function 53 that relate to the function of the business office.

Costs to include:

- Expenditures for the board of trustees; including travel, training, and legal fees
- Salary of the superintendent and related staff; including travel, training, and other related expenditures
- Salaries and expenditures related to budgeting, accounting and fiscal affairs; including payroll, internal audit, property accounting (capital assets), inventory, and purchasing
- Salaries and expenditures related to human resources
- Salaries and expenditures related to tax office services
- Salaries and expenditures related to textbook custodian
- Salaries and expenditures associated with legal and risk management issues
- Computers used primarily by Function 41 personnel
- Salaries and expenditures associated with community / public relations
- Costs associated with records management

51 FACILITIES MAINTENANCE AND OPERATIONS (PEIMS)

This function is used for expenditures to keep the facilities and grounds open, clean, comfortable, and in effective working condition and state of repair, and insured. This function is used to record expenditures for the maintenance and operation of the physical plant and grounds.

Costs to include:

- Salaries and other expenditures for janitorial services
- Salaries and other expenditures of building and appliance maintenance
- Salaries and other expenditures for supervisors and directors
- Premiums for blanket casualty insurance for physical plant, including food service operations
- Property insurance for band instruments, uniforms, and other equipment
- Property insurance for athletic uniforms and other athletic equipment
- Acquisition of supplies and contracted maintenance for vehicles used for plant maintenance and operation, including food service operations
- Utilities for the entire school district, including food service operations
- Salaries and other expenditures associated with warehousing and receiving services
- Security systems that are part of a smoke detector system
- Vehicles purchased for plant maintenance and operation

52 SECURITY AND MONITORING SERVICES (PEIMS)

This function is used for expenditures that are for activities to keep student and staff surroundings safe, whether in transit to or from school, on a campus, or participating in school sponsored events at another location.

Costs to include:

- Security guards
- Hall monitors for security purposes
- School bus security monitors
- Crossing guards
- Campus police
- Security at school sponsored events, including extracurricular events
- Hand-held communication devices
- Security vehicles, telephones, and radios
- Supplies, equipment, and contracted programs for the safekeeping of students and staff, including metal detectors, drug dogs, video monitors, security cameras, etc.

53 DATA PROCESSING SERVICES (PEIMS)

This function is for expenditures for data processing services, whether in-house or contracted. Examples of Function 53 costs are costs for computer facility management, computer processing, systems development, analysis and design, and those interfacing costs associated with general types of technical assistance to data users. Specific types of applications include attendance accounting, grade reporting, financial accounting and human resources. Personal computers that are stand alone are to be charged to the appropriate function. Peripherals including terminals and printers are to be charged to the appropriate function. Costs associated with mainframe, minicomputers and networked or standalone microcomputers that provide services to multiple functions are to be recorded here.

For data processing expenditures associated with business office functions such as accounting and payroll, Organization Code 750 is to be used.

Costs to include:

- Salaries and expenditures (including hardware/software maintenance) for PC networks, minicomputers, and mainframes that include student and general administrative software and serve multiple functions
- Network managers for non-instructional computer networks
- MIS directors

61 COMMUNITY SERVICES (PEIMS)

This function is used for expenditures that are for activities or purposes other than regular public education and adult basic education services. These types of expenditures are used for services or activities relating to the whole community or some segment of the community.

Costs to include:

- Parenting programs
- Parental involvement programs
- Parent education / involvement liaison or coordinator
- Salaries and related expenditures for child care for teen parents attending school

81 FACILITIES ACQUISITION AND CONSTRUCTION (PEIMS)

This function is used by school districts for expenditures that are for acquiring, equipping, and/or making additions to real property and sites, including lease and capital lease transactions.

Costs to include:

- Acquisition or purchase of land and/or buildings
- Remodeling or construction of buildings

- Major improvements to sites
- Initial installation or extension of service systems or other equipment
- Initial capital outlay to equip new facilities
- Capital outlays under capital leases

ACCOUNT / OBJECT CODE

FOR WHAT IS THE MONEY BEING EXPENDED?

A mandatory four-digit code identifying the nature and object of an account, a transaction, or a source. The first of the four digits identifies the type of account or transaction, the second digit identifies the major area, and the third and fourth digits provide further sub-classification.

199-11-**6399**-00-001-0-11-000
ACCOUNT / OBJECT CODES

The following table summarizes the major categories of operating expenditure codes. See the following pages for the detailed codes for posting transactions.

6100 PAYROLL COSTS

6118 PEIMS 6119	Extra Duty Pay– Teachers and Other Professional Employees Wages paid to employees for performing duties beyond the normal working day such as tutoring, curriculum writing, and summer school.
6121 PEIMS	Extra Duty Pay / Overtime – Support Personnel Wages paid to support personnel for performing duties beyond the normal working day.
6122 PEIMS	Substitutes – Support Personnel Wages for substitute support personnel that are coded to 6129

6200 PROFESSIONAL AND CONTRACTED SERVICES

Expenditures for professional and contracted services by individuals, firms and other organizations who are not employed by the District, including all related expenditures covered by the contract.

PROFESSIONAL SERVICES

6219 PEIMS	Professional Services Expenditures for professional services rendered by personnel who are not on the payroll of the school district. <u>Government Code 2254.002</u> defines professional services to be the following:
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Architecture	Optometry
Landscape architecture	Professional engineering
Land surveying	Real estate appraising
Medicine	Professional nursing
Accounting (not audit)	

These professionals are required to be licensed or registered with the state. Professional services are delivered by an independent contractor (individual, entity or firm) that offers its services to the public. Such services are paid on a fee basis for specialized services that are usually considered to be temporary or short-term in nature, normally in areas that supplement the expertise of the school district. This includes all related expenditures covered by a professional services contract.

EDUCATION SERVICE CENTER SERVICES

6239 PEIMS Payments to Education Service Centers

Expenditures for contracted services provided by the education service center. Included in this account are payments to the education service centers for:

Data processing services	Accounting services
Media services	Special education services
C.T.E. services	Staff development
Curriculum development	Drug training
Grant writing services	

This does not include supplies purchased under a purchasing agreement with an education service center, but does include a fee assessed for providing the service.

CONTRACTED MAINTENANCE AND REPAIR SERVICES

6249 PEIMS These codes are used when the District hires someone who is not employed by the District to maintain or repair District property. This would include the cost of their services and all related expenditures covered by the contract. This does not include such costs as new building construction, renovating and remodeling of buildings, etc.

Services may be provided on an on-call basis or within the terms of a maintenance agreement.

Furniture, Computers, and Equipment

Expenditures, when the repairs are provided by an outside individual or firm, for the normal upkeep, repair, and restoration of furniture, computers, and equipment such as:

Two-way radios	Underground storage tanks
Fuel lines	Fuel pump upkeep
Testing &	Telecommunications equipment

compliance
 Tank monitoring
 Software Upgrades

Copier maintenance agreements

Buildings and Grounds

Expenditures for the normal upkeep, repair, and restoration of District buildings and grounds such as:

HVAC	Landscaping
Alarm monitoring	Alarm inspections
Chemical removal	Vent hood inspections
Elevator inspections	Boiler inspections
Gas leak inspections	

Vehicles

Expenditures for the normal upkeep, repair, and restoration of District owned vehicles.

MISCELLANEOUS CONTRACTED SERVICES

6291 PEIMS

Consulting Services

Expenditures for consulting services that refer to the practice of helping districts to improve performance through analysis of existing problems and development of future plans. Consulting may involve:

Best practices	Analytical techniques
Change management	Coaching skills
Strategy development	Technology implementations
Operational improvement	

Consultants often rely on their outsider's perspective to provide unbiased recommendations. They generally bring formal frameworks or methodologies to identify problems or suggest more effective or efficient ways of performing tasks.

6299 PEIMS

Miscellaneous Contracted Services

Expenditures for miscellaneous contracted services not specified elsewhere. This would include:

Commodity delivery	Commodity processing
Storytellers	Security officers
Towing	Childcare
Accompanist	Officials
Private lesson instructors	Administrative Fees

6300 SUPPLIES AND MATERIALS**TEXTBOOKS AND OTHER READING MATERIALS****6321 PEIMS****Textbooks**

Expenditures for textbooks purchased by the District and furnished free to students.

6329 PEIMS**Reading Materials / Library Books**

Expenditures for library books, magazine subscriptions, newspaper subscriptions, reference books, and other reading materials that are placed in classrooms, offices, or libraries. Cost of rebinding library books should be charged to 6399 (Supplies).

TESTING MATERIALS**6339 PEIMS****Testing Materials**

Expenditures for testing materials including test booklets, scantrons, etc.

SUPPLIES AND MATERIALS – GENERAL**6399 PEIMS****Supplies**

Expenditures for items of relatively low per unit cost (even though used in large quantities) necessary for the instruction process and/or administration. Generally, these items are consumable in nature (once used, the item is gone). This would include consumable teaching, office, and technology items such as:

Paper	Pencils
Pens	Forms
Workbooks	Audio-visual aids
Copier toner	Printer toner
Copier staples	VCR tapes
CDs	Diskettes
Software (1)	Site licenses (2)
Software licenses (2)	Furniture & equipment < \$5,000 (3)
Postage (4)	

(1) Software with a per unit cost of less than \$5,000.

(2) Site and software licenses with a life equal to or less than one year regardless of the amount.

(3) Expenditures for furniture and equipment (including technology related equipment) with a per item/unit cost less than \$5,000 should be charged to this code. This would include tables, chairs (adult or student), desks (adult or student), utility carts, file cabinets, bookcases, tools, equipment, fax machines, printers, audio-visual equipment, telephones, etc.

(4) This would include: U.S. Postal Service, UPS and Fed-Ex.
If using a courier service, please use account 6299.

Use account 6639 if the per item/unit cost is greater than or equal to \$5,000.

6400 OTHER OPERATING COSTS

TRAVEL AND SUBSISTENCE

6411 PEIMS

Travel – Employee

Expenditures related to employees traveling on official school business (i.e. conferences, seminars, in-service training). This would include:

Registration fees	Rental car
Airfare	Mileage
Taxi	Meals
Room	Parking

Membership dues are classified in account 6495. Also include the cost of business luncheons that are a part of a professional organization meeting.

6412 PEIMS

Travel – Student

Expenditures related to students and their sponsors & chaperones traveling for school-sponsored events. This would include:

Registration fees	Entry fees
Charter buses	Rental car
Airfare	Mileage
Taxi	Meals
Room	Parking

Do not use this code to classify the cost of “yellow” school buses billed by the Transportation Department. Use account 6494.

MISCELLANEOUS OPERATING EXPENSES

6494 PEIMS

“Yellow” School Bus Transportation Expenditures

Expenditures (using District owned buses) for transportation costs other than those incurred for the purpose of transporting students to and from school. This would include costs for fieldtrips and extracurricular activities.

The only costs to be charged to this account are the charges billed from the Transportation Department for the use of District owned vehicles (i.e. buses, etc.).

6495 PEIMS**Membership Fees/Dues**

Expenditures for due paid to clubs, committees, or other organizations. Examples include:

TASA	TASP
TASB	TASBO
Rotary	GFOA
ASBO	Chambers of Commerce

This does not include any registration fees associated with attending conferences or seminars. Dues paid on behalf of an employee should be coded to that employee's function code. Dues paid on behalf of the district should be coded to function 41.

6499 PEIMS**Miscellaneous Operating Costs**

Expenditures that do not fit any other account code. This would include:

Bid notices	Newspaper advertisements
Awards	Ribbons
Trophies	Award/letter jackets
Diplomas	

Expenditures for catering services and the purchase of food and/or refreshments for school related meetings. This would include catering, donuts, kolaches, sandwiches, snacks, drinks, etc.

A sign-in sheet should accompany receipts or invoices.

BUDGET MANAGER CODE**WHO IS RESPONSIBLE FOR THE MONEY BEING EXPENDED?**

An optional two-digit code used by Santa Fe ISD to identify the individual responsible for the money being expended. At a campus, the Principal is always the Budget Manager. For district wide functions, the Director is normally the Budget Manager.

199-11-6399-21-001-0-11-000
BUDGET MANAGER CODES

CAMPUS/DEPARTMENT**ORGANIZATION CODE**

01	High School	001
02	Junior High	041
03	No Longer Used	
04	Kubacak Elementary	104
05	RJ Wollam Elementary	103
06	Athletics	801
07	Maintenance	951
08	CAT	
09	Transportation	930
10	Finance Department	750
50	Barnett Elementary	105

ACCOUNT CODE GUIDE

11	Special Ed.	
12	At-Risk (Comp. Ed.)	
13	Tax-Office	703
14	Technology	
15	Curriculum	720
16	G/T	
17	ESL	
18	Nurses	
19	Human Resources	
20	Facilities	
21	Reserved for Superintendent	701
22	Reserved for Board of Trustees	702
23	Police Department	
00	Food Service	955
24	Dyslexia	
26	Community Service	

ORGANIZATION (CAMPUS) CODE WHERE IS THE MONEY BEING EXPENDED?

A mandatory three-digit code identifying the organization (campus, superintendent's office, fine arts, maintenance, etc.). An organization code does not necessarily correspond with a physical location. The activity, not the location, defines the organization. Campuses are examples of organization codes and are specified for each school district in the Texas School Directory.

199-11-6399-21-**001**-0-11-000
ORGANIZATION (CAMPUS) CODES

CAMPUSES

High Schools

001 **PEIMS** Santa Fe High School

Intermediate Schools

041 **PEIMS** Santa Fe Junior High

Elementary Schools

103 **PEIMS** R J Wollam Elementary

104 **PEIMS** Kubacak Elementary

105 **PEIMS** Barnett Elementary

DISTRICT WIDE

Organization / Department

699 **PEIMS** Summer School

701 **PEIMS** Superintendent's Office

702 **PEIMS** Board of Trustees

703 **PEIMS** Tax Office

720	PEIMS	Assistant Superintendent
750	PEIMS	Administration
751	PEIMS	Fiscal Agent Shared Service Arrangement
801	PEIMS 999	Athletics
899	PEIMS 999	All Campuses
930	PEIMS 999	Transportation
951	PEIMS 999	Maintenance
955	PEIMS 999	Food Service
988	PEIMS	Unallocated Org. Unit
999	PEIMS	District Wide

**PROGRAM INTENT CODE
FOR WHOM IS THE MONEY BEING EXPENDED?**

A mandatory two-digit code used to designate the intent of a program provided to students. These codes are used to account for the cost of instruction and other services that are directed toward a particular need of a specific set of students. The intent (the student group toward which the instructional or other service is directed) determines the program intent code, not the demographic makeup of the students served.

199-11-6399-21-001-0-11-000

11 BASIC EDUCATIONAL SERVICES (PEIMS)

The costs incurred to provide the basic level of education / instruction to students in grades PK-12 prescribed by state law as well as adult basic and secondary education services. Basic is defined as the curriculum provided for those students that are not in special education. Basic educational services include the costs to evaluate, place, and provide educational services to students in honors, college preparatory, and advanced placement courses.

Costs to include:

- Basic level of education / instruction (PK-12) prescribed by Texas law
- Regular education program for limited English proficiency students
- PK funded from basic education allotment
- District / campus improvement plan
- Honors, college preparatory courses
- Advanced placement courses not designated as part of a gifted and talented program
- Section 504 students
- P.E. classes when athletic activities take place, but P.E. credit is issued
- Foreign language courses
- TEKS for foundation curriculum and electives in enrichment curriculum as needed for high school graduation
- Day care costs
- In school suspension program

21 GIFTED AND TALENTED (PEIMS)

The costs incurred to assess students for program placement and provide instructional services beyond the basic educational program and that are designed to meet the needs of students in gifted and talented programs.

Costs to include:

- GT programs
- Advanced placement courses designated as part of a GT program

22 CAREER AND TECHNICAL (PEIMS)

The costs incurred to evaluate, place and provide educational and/or other services to prepare students for gainful employment, advanced technical training, or for homemaking. This may include apprenticeship and job training activities.

Costs to include:

- Vocational Education for Handicapped (VEH)
- Employment preparation services
- Apprenticeship and job training activities
- All vocational courses (grades 9-12 and VEH for grades 7-8)
- Vocational director and counselors
- Programs which follow the State Plan for C.A.T.E.

23 SERVICES TO STUDENTS WITH DISABILITIES (SPECIAL EDUCATION) (PEIMS)

The costs incurred to evaluate, place, and provide educational and/or other services to students who have Individual Educational Plans (IEP) approved by Admission, Review, and Dismissal (ARD) committees.

Costs to include:

- Students who are served in the following instructional settings:
 - Homebound
 - Hospital class
 - Speech therapy class
 - Resource room
 - “Self-contained, mild, moderate, or severe” classroom
 - Care and treatment facility
 - Residential facility
- Students with disabilities whose problems stem from an identified disability
- Special education directors, coordinators, or supervisors

24 ACCELERATED EDUCATION (PEIMS)

The costs incurred to use instructional strategies in accordance with campus / district improvement plans to provide services in addition to those allocated for basic services for instruction, thereby increasing the amount and quality of instructional time for students at-risk of dropping out of school.

Compensatory education expenditures are attributable to program intent code 24, Accelerated Education, only if the expenditures are supplemental to costs necessary to provide the regular education program. Activities reflected in expenditures attributable to compensatory education are those activities that supplement the regular education program for students at risk of dropping out of school.

Costs to include:

- Supplemental costs to the Regular Education Program
- Intensive instructional programs
- State Compensatory Education supplemental activities for students at risk of dropping out of school
- Concentrated staff resources
- Reduction of class size
- Teacher assistants
- Extension of the instructional day, week, and/or year
- Implementation of individual and small group tutorials
- Purchase of specialized computer-assisted instruction, specialized supplies and materials, or specialized equipment
- Parental involvement
- TAKS remediation
- Dropout recovery / dropout intervention services at high school / middle school campuses / centers
- Summer / intersession programs
- Local programs to “close the gap”

25 BILINGUAL EDUCATION AND SPECIAL LANGUAGE PROGRAMS (PEIMS)

The costs incurred to evaluate, place, and provide educational and/or other services that are intended to make the students proficient in the English language, primary language literacy, composition, and academic language related to required courses. These services include the bilingual basic program of instruction and special assistance to increase cognitive academic language proficiencies in English.

Costs to include:

- Bilingual stipends
- Bilingual pre-k aides (teachers not allowed)
- Services intended to make students proficient in English
- Provision of a bilingual program

- Provision of ESL instruction
- Instruction in primary language
- Increase in cognitive academic language proficiencies
- Bilingual services to immigrant students

28 DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM – DAEP BASIC SERVICES (PEIMS)

All costs incurred to provide the base line program (non-supplemental) services to students who are separated from the regular classroom to a disciplinary alternative education program. For the purpose of analyzing compliance with the 85% minimum expenditure rule for the FSP compensatory education allotment for each fiscal year, the TEA will include in its analysis base level costs recorded under this program intent code in an amount up to 18% of the FSP compensatory education allotment. Services must be described in the campus improvement plan.

Costs to include:

- English language arts, mathematics, science, history, and self-discipline
- Educational and behavioral needs
- Supervision
- Counseling
- Parental involvement
- Security

29 DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM – DAEP STATE COMP EDUCATION SUPPLEMENTAL COSTS (PEIMS)

The supplemental costs incurred to provide services to students who are separated from the regular classroom to a disciplinary alternative education program. The costs are supplemental costs in relation to standards for base level education resource allocations and must be described in the campus improvement plan.

Costs to include:

- English language arts, mathematics, science, history, and self-discipline
- Educational and behavioral needs
- Supervision
- Counseling
- Parental involvement
- Security

30 TITLE I, PART A SCHOOLWIDE ACTIVITIES RELATED TO STATE COMPENSATORY EDUCATION COSTS ON CAMPUSES WITH 40% OR MORE EDUCATIONALLY DISADVANTAGED STUDENTS (PEIMS)

The State Compensatory Education costs incurred to provide services in support of Title I, Part A schoolwide campuses with at least 40% educationally disadvantaged students.

For further detail, please consult the TEA Financial Accountability System Resource Guide. 32, 33, 34, 35

91 ATHLETICS AND RELATED ACTIVITIES (PEIMS)

The costs incurred to provide for participation in competitive athletic activities such as football, basketball, golf, swimming, wrestling, gymnastics, baseball, tennis, track, volleyball, etc. This includes costs associated with coaching as well as sponsors for drill team, cheerleaders, pep squad, or any other organized activity to support athletics. However, this does not include band.

Costs to include:

- Additional salaries associated with serving as coaches, athletic directors, drill team sponsors, cheerleader sponsors, pep squad sponsors, or other organized activity to support athletics (i.e. additional days employed, length of day, etc.)

99 UNDISTRIBUTED (PEIMS)

All charges that are not readily distributed to another program intent code are classified here. This code may be used for costs not clearly attributable to a specific program intent.

Costs to include:

- Substitute teachers if not allocated to a specific program intent code
- TRS on-behalf payments if not allocated to a specific program intent code
- Additional salaries and related expenditures associated with band, UIL, speech, debate, science competition, class sponsors, student organizations, and social clubs

An optional three-digit code to be used at the Budget Manager's discretion to track funds expended for a particular purpose or use that cannot be distinguished by any other budget code options available.

The examples listed are local option codes that are ready to use. If the Budget Manager has a need to track an expenditure that is not listed the business office can create an optional code for that Budget Manager.

If the Budget Manager does not wish to track expenditures with further detail than the required codes, the local option code to use is 000.

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Santa Fe Independent School District
Activity Funds Manual
Section 1
General Information

PURPOSE OF MANUAL

This manual is designed to provide a set of standardized accounting guidelines and procedures for the administration of the Santa Fe Independent School District (SFISD) Activity Funds. These procedures are designed to comply with existing federal and state laws, and local board policy.

Principals, Assistant Principals, Bookkeepers, Financial Secretaries/Clerks, Activity Sponsors and other personnel involved in the administration and handling of activity funds are responsible for following the guidelines and procedures set forth in this manual.

This manual supersedes all prior publications and communications regulating the administration of activity funds in the Santa Fe Independent School District.

DEFINITION OF ACTIVITY FUNDS

Activity funds are defined as funds accumulated from various school-approved money-raising activities and the receipt of student dues or fees, commissions, investment interest and donations. These funds are to be used to promote the general welfare of the school and the educational development and morale of all students. All funds collected by school district personnel from students are defined as activity funds and must be handled through the activity funds accounts.

Activity funds are also designed to account for funds held by the school in a trustee capacity or as an agent for club organizations of the campus, teachers, and the general administration of the school.

MAJOR CLASSES OF ACTIVITY FUNDS

There are two types of activity funds: student activity funds and campus activity funds.

- **Student activity funds** are related to a specific club or class (such as the Class of 2018), and **the primary decision-making** (revenue generation and expenditure authorization) for these funds **rests with the students**. The District serves only in a custodial capacity over the student group's money, safeguarding the assets of the group. The transactions for these funds are recorded in **fund 865**. Money in student activity funds may be transferred to another account in fund 865 or an account in fund 461.
- **Campus activity funds** are generated in the name of the school, and **the primary decision-making** (revenue generation and expenditure authorization) for these funds **rests with the faculty**. The District exercises managerial authority over campus activity funds through the campus Principal. The transactions for these funds are recorded in **fund 461**. Money in campus activity funds may be transferred to another account in fund 461, but not to an account in fund 865.

A school should consider the following questions to determine the proper method and fund in which individual activity funds accounts should be recorded:

- Do other persons besides the students involved in the activity fund (teachers, sponsors, principals, administrators, etc.) have access to activity fund money to use in a manner that does not directly benefit the students involved in the activity funds? If so, this money should be accounted for in *Fund 461 - Campus Activity Funds*.
- Do the activity fund financial decisions rest **solely** with the students? If so, this money should be accounted for in *Fund 865 - Student Activity Funds*, which serves as an agency account for student clubs or class funds.
- See Decision Making Tree in appendix for help in determining the type of Activity Fund.

RESTRICTIONS TO ACTIVITY FUNDS

Campus Activity Funds (Fund 461) –

Campus activity funds are considered public funds and must be expended for educational related purposes. *No gifts for employees* can be purchased from any fund 461 account. TEA warns that excessive rewards to faculty may appear to be gifts of public funds, which is prohibited by Article III, Section 51 of the Texas Constitution. TEA recommends that District personnel exercise professional judgment. See list of Acceptable/Unacceptable expenditures in Appendix.

As public funds, expenditures from fund 461 must comply with the District's purchasing policies and procedures and state purchasing laws.

Student Activity Funds (Fund 865) –

Student activity funds are considered private funds and may be expended for any purpose. Funds expended by the students for educational purposes are exempt from sales tax.

Faculty Funds (Fund 899) –

Any item purchased with these funds for the personal use of the faculty, such as flowers, food, and gifts, is not tax-exempt and state sales taxes must be paid.

Faculty funds are considered private funds and do not have to comply with the District's purchasing policies and procedures and state purchasing laws. However, all other District policies and procedures must be followed.

Both 461 and 865 Funds –

No gift cards can be purchased for teachers or any other employee from **any** fund.

Another way to reward a teacher for an accomplishment is to allocate a set amount (to be determined by the campus principal) to the teacher from the Principal's Discretionary Account to be spent on supplies for his/her classroom. These rewards or incentives should only be given to teachers who meet criteria that have been established by the campus Principal. These rewards and incentives **must be approved** by the Chief Financial Officer.

From fund 461, rewards to **students** for academic or attendance achievement may be given if:

- Every student participating has an equal chance to earn the reward.
- The cost of the reward is \$10 or less.
- The reward is in the form of food or property, **not** cash or gift card.

From fund 865, rewards to **students** for excellence may be given if:

- a. Every student participating has an equal chance to earn the reward.
- b. The cost of the reward is \$10 or less.
- c. The members of the club must vote in advance to grant awards and the type of award must be reflected in the minutes of the meetings, prior to accomplishment of the achievement, for which the awards will be presented.
- d. The reward is in the form of food, property, or gift card (certain restrictions apply).

PTOs and Booster Clubs –

No other funds are to be co-mingled with the activity fund on a campus. Funds belonging to PTOs or Booster Clubs must be handled through that groups' own bank account.

Teachers are not allowed to sell items and/or collect money for the PTO or Booster Clubs in the classroom. Bookkeepers/Secretaries are not allowed to handle funds for the PTO or Booster Clubs. The PTO or Booster Club may set up a table in a common area of the school to sell items and/or collect the money for their organization. These groups may also place a clearly marked box in a common area for people to contribute cash and/or checks, but the school is not responsible for accounting for this money.

Religious Groups –

No funds belonging to a religious group are to be co-mingled with the activity fund on a campus. Funds belonging to a religious group must be handled through that group's own bank account.

Non-Curriculum Groups –

No funds belonging to a non-curriculum group are to be co-mingled with the activity fund on a campus. All accounts must be maintained through the non-curriculum related student group off site. It is prohibited for these groups to use the district tax ID number to establish an account and bank account. It is prohibited for these groups to use the district's tax exempt status to make purchases. Exempt status must be granted by the state using the non-curriculum group's tax ID number.

Cashing Checks/Loaning of Funds –

The cashing of personal or payroll checks from an activity fund or change fund is prohibited. The loaning of funds to an individual from an activity fund or change fund is prohibited.

RESPONSIBILITY FOR ACTIVITY FUND

Principal –

Each Principal is responsible for:

1. Properly collecting, disbursing, and controlling all activity funds.
2. Providing for the safekeeping of monies in the school.
3. Expending funds in compliance with all applicable federal and state laws, and local board policies.
4. Appointing and supervising reliable and capable personnel for the physical handling of receipts, deposits, disbursements, and other duties associated with activity fund operations as specified in this manual.
5. Ensuring that all debts of a closing club or group are paid, and that any remaining funds are transferred to a similar club or group or to the Principal's Discretionary account. Remaining funds of any 461 group that closes cannot be transferred to fund 865, but remaining funds of any 865 club or group that closes can be transferred to fund 461.
6. Notifying the Business Department at least two weeks in advance if there will be a change in Principal or Bookkeeper/Secretary, or if there are any significant problems with regard to their school's activity fund.

The Principal is **not** responsible for funds collected, disbursed, and controlled by parent or booster organizations. The financial resources of PTOs, Booster Clubs and similar organizations are not to be held in the school's activity fund. These types of organizations must be organized independently of the school campus.

Sponsors –

The sponsor of each school club or group is responsible for:

1. Filing an annual budget with the Principal detailing revenue and expenditures.
2. Monitoring the financial position of the activity fund.
3. Reviewing the activity fund reports.
4. **Turn in monies collected to the Bookkeeper/Secretary in a timely manner after it has been receipted. Most often, daily would be the optimal time frame for turning in receipted money. At the least, money should be turned in weekly.**
5. Safekeeping activity fund money until it is turned in to the Bookkeeper/Secretary.
6. Keeping the Principal informed of projects and activity dates and having these posted on the school activity calendar.
7. Developing fundraising plans and obtaining the proper approval.
8. Completing all necessary forms as prescribed in this manual.
9. Maintaining adequate financial records of all cash received by the club or group for fees, dues, fund-raising activities, etc. These records are subject to review during the audit of the school's activity funds.

Bookkeepers/Secretaries –

The Secretary/Bookkeeper is responsible for:

1. Preparing activity fund deposits for police pickup.
2. Accounting and reporting for activity fund activities.
3. Activity fund cash management.
4. Keeping an adequate supply of deposit slips, cash receipt books, and activity fund forms on campus.
5. Issuing cash receipt books as needed to teachers and other persons authorized by the Principal.
The Bookkeeper/Secretary must keep a distribution record of all receipt books issued.

DISTRICT POLICIES

For district policies that apply to activity funds please refer to the Legal and Local policies that can be found on the SFISD web site at www.SFISD.org.

BASIC RECORDS

Basic activity fund records include:

- Cash receipt books
- Bank deposit slips and supporting documentation
- Disbursements and supporting documentation
- Activity fund forms as prescribed in this manual
- Account folders
- Skyward reports

All activity fund records must be completed in blue or black ink. The dates on all records (correspondence, support, rosters, etc.), must contain the year, not just the month and day. For example, write June 30, 2018 or

6/30/18, not just 6/30. On rosters or ledger sheets, the year may be shown at the top of each page instead of on each line.

RECORD RETENTION

All records relating to activity funds should be maintained in good order for a **minimum of seven years**, and should be available for audit at any time. No financial records may be destroyed unless written authorization is obtained from the Business Department.

AUDITING OF ACTIVITY FUND RECORDS

The Business Department will conduct periodic audits of activity funds. One purpose of these audits is to determine if the policies and procedures established for activity funds are being followed correctly. Another purpose is to determine whether the transactions and balances as reported on the annual reports are an accurate summary of activity fund receipts and disbursements. Audits will be scheduled annually for each campus.

A Principal may request an audit at any time he/she deems necessary. In addition, the Business Department may make unannounced visits to count change funds, and to make general observations of safekeeping practices.

At the conclusion of the audit, the Business Department will discuss the results with the Principal and a report will be submitted to the Superintendent with a copy sent to the Principal, the CFO, and the Director of Finance.

Santa Fe Independent School District
Activity Funds Manual
Section 2
Receipts

ISSUING RECEIPTS

Rules –

All activity fund money must be immediately receipted. All receipts must be prepared in black or blue ink. All money collected by teachers and sponsors should be turned in to the Bookkeeper/Secretary in a timely manner after it has been receipted. Most often daily would be the optimal time frame for turning in receipted money. At the least receipted money should be turned in weekly.

The Bookkeeper/Secretary is responsible for ordering triplicate receipt books and keeping an adequate supply on the campus at all times.

The Bookkeeper/Secretary may issue books of pre-numbered cash receipts to teachers or sponsors for the collection of student fees, lost library books, uniform fees, etc. The Bookkeeper/Secretary **must keep a log** of persons who have received cash receipts books, and the range number of the book. Teachers and sponsors must turn in the unused portion of the cash receipts book at the end of the school year. A separate pre-numbered cash receipt book will be used for summer school tuition receipts.

Predating and pre-signing receipts is prohibited.

The acceptance of a post-dated check is prohibited. Never complete a check for a parent.

If possible, do not accept checks for more than \$250. All checks **MUST** have the following on the face:

Maker's name

Maker's current **physical address (No PO Box)**

A valid telephone number **with the area code**

Every sponsor must be made aware of this check procedure.

It is at the Chief Financial Officer's discretion whether to continue to accept checks from a parent or anyone else who has written a NSF check in the past. If a check is not to be accepted from a student the NSF button under Fee Management/Customers/ (the student's name) will be red.

All sponsors should sort and organize all coins (coins must be rolled) and bills by denomination to facilitate a quick count/verification of the money by the Bookkeeper/Secretary.

All money turned in to the Bookkeeper/Secretary should be counted/verified in the presence of the person turning in the money. When face-to-face verification cannot be done at the time the money is turned in to the Bookkeeper/Secretary, the money should be secured until a face-to-face count can be done.

Procedures for Teachers and Sponsors –

Teachers and sponsors may receipt money by using pre-numbered triplicate cash receipts, a Cash Receipt Sheet (see appendix), or a class roster.

Steps in Using Pre-numbered Triplicate Cash Receipts –

1. Obtain a receipt book from the Bookkeeper/Secretary.
2. Count all cash and coins in the presence of the person turning in the money. **For checks, make sure the maker's name, physical address, and current phone number is clearly printed on the face of the check.**
3. Date the receipt with the date the cash or checks were actually received in hand by the sponsor, which may not necessarily be the same as the deposit date.
4. Fill in the amount, both numeric and written. The total of currency and checks should be shown separately on the receipt.
5. Receipts must be issued in the name of the person turning in the money. A receipt may not be issued to more than one person. A receipt may not be issued to the person that is preparing the receipt. Issue a separate receipt for each source of funds. If the maker of the check is someone other than the person turning in the money, such as a parent, include the check maker's name somewhere on the receipt, and issue the receipt to the person turning in the money.
6. Indicate the purpose of the funds or the source of the funds (i.e., class fees, fundraiser, etc.), on the receipt. Also indicate the tax status of the collections (taxable or tax exempt). Refer to Section 8 regarding the collection of any cash receipts that include sales tax.
7. The person issuing the receipt must manually sign as the person receiving the money. Stamped signatures are prohibited.
8. Under no circumstances should a receipt amount or signature be altered. If either of these is written in error, void the receipt and issue a new one. See the section on Voiding Receipts.
9. Give the original white copy to the person submitting the money. Give the posting yellow copy to the Bookkeeper/Secretary with all other support. Leave the permanent pink copy in the receipt book.
10. Prepare a Request for Deposit form (see Appendix), and keep a copy for the class records. Turn in all money collected, the yellow receipt copies, and the original Request for Deposit form to the Bookkeeper/Secretary. The Bookkeeper/Secretary will receipt the sponsor for the total turned in for the deposit. Attach the receipt to the sponsor's copy of the Request for Deposit form.

Steps in Using Cash Receipt Sheets –

1. Utilize a Cash Receipt Sheet if the issuance of individual cash receipts is not practical.
2. Date the Cash Receipt Sheet with the date the cash or checks were actually received in hand by the sponsor, which may not necessarily be the same as the deposit date.
3. Indicate the purpose of the funds or the source of the funds (i.e., class fees, fundraiser, etc.), on the Cash Receipt Sheet. Use a separate sheet for each source of funds. Also indicate the tax status of the collections (taxable or non-taxable). Refer to Section 8 regarding the collection of any cash receipts that include sales tax.
4. Count all cash and coins in the presence of the person turning in the money. **For checks, make sure the maker's name, physical address, and current phone number is clearly printed on the face of the check.**
5. As the students turn in money, require that each student write in the amount paid and sign the Cash Receipt Sheet. At the elementary school level, the sponsor may write in the amount paid and have the student initial it. If the maker of the check is someone other than the person turning in the money, such as a parent, write the check maker's name on the same line.
6. Verify that the total cash and/or checks turned in agree with the total amounts on the Cash Receipt Sheet. The sponsor must print his/her name and manually sign the Cash Receipt Sheet. Stamped signatures are prohibited.
7. Prepare a Request for Deposit form (see Appendix). Turn in all collected money, the original Cash Receipt Sheet and the Request for Deposit form to the Bookkeeper/Secretary and retain a copy of each for the class records. The Bookkeeper/Secretary will receipt the sponsor for the total turned in

for the deposit. The sponsor should attach the receipt to his/her copy of the Cash Receipt Sheet and the Request for Deposit form.

Steps in Using Class Rosters –

1. Utilize the class roster if the issuance of individual cash receipts is not practical.
2. Ask the Bookkeeper/Secretary to run a class roster. Rosters may be run by period by subject (i.e., Band second period, AP English, etc.).
3. Date the class roster with the date the cash or checks were actually received in hand by the sponsor, which may not necessarily be the same as the deposit date.
4. Indicate the purpose of the funds or the source of the funds (i.e., class fees, fundraiser, etc.), on the class roster. Use a separate roster for each source of funds. Also indicate the tax status of the collections (taxable or non-taxable). Refer to Section 8 regarding the collection of any cash receipts that include sales tax.
5. Count all cash and coins in the presence of the person turning in the money. **For checks, make sure the maker's name, physical address and current phone number is clearly printed on the face of the check.**
6. As the students turn in money, require that each student write in the amount paid and initial the class roster by his/her name. At the elementary school level, the sponsor may write in the amount paid and have the student initial it. If the maker of the check is someone other than the person turning in the money, such as a parent, write the check maker's name on the same line.
7. Verify that the total cash and/or checks turned in agree with the total amounts on the class roster. The sponsor must print his/her name and manually sign the class roster. Stamped signatures are prohibited.
8. Prepare a Request for Deposit form (see Appendix). Turn in all collected money, the original class roster and the Request for Deposit form to the Bookkeeper/Secretary and retain a copy of each for the class records. The Bookkeeper/Secretary will receipt the sponsor for the total turned in for the deposit. Attach this receipt number to the sponsor's copy of the class roster and the Request for Deposit form.

Procedures for Bookkeepers/Secretaries –

1. Issue a separate receipt to each person that turns in money, including the cafeteria manager, teachers/sponsors, parents, and students.
2. Count all cash and coins in the presence of the person turning in the money. **Verify that each check has a maker name, physical address and phone number.** Cafeteria deposits will not be counted and verified because they will be submitted in a secure bag. Document the control number of the bag.
3. Date the receipt with the date the cash or checks were actually received in hand by the sponsor, which may not necessarily be the same as the deposit date.
4. If a teacher or sponsor has previously receipted the funds being submitted, verify that the total cash and/or checks turned in agree with the total amounts on the Request for Deposit form, the Cash Receipt Sheet and/or the class roster.
5. Fill in the amount, both numeric and written. The total of currency and checks should be shown separately on the receipt.
6. Receipts must be issued in the name of the person turning in the money. A receipt may not be issued to more than one person. A receipt may not be issued to the person that is preparing the receipt. Issue a separate receipt for each source of funds. If the maker of the check is someone other than the person turning in the money, such as a parent, include the check maker's name somewhere on the receipt, and issue the receipt to the person turning in the money.

7. Indicate the purpose of the funds or the source of the funds (i.e., class fees, fundraiser, etc.), on the receipt. Also indicate the tax status of the collections (taxable or non-taxable). Refer to Section 8 regarding the collection of any cash receipts that include sales tax.
8. The person issuing the receipt must manually sign as the person receiving the money. Stamped signatures are prohibited.
9. Under no circumstances should a receipt amount or signature be altered. If either of these is written in error, void the receipt and issue a new one. See the section on Voiding Receipts.
10. Give the original white copy to the person submitting the money. Attach the posting yellow copy to the supporting documentation. Leave the permanent pink copy in the receipt book.

Write the following information on the check to facilitate collecting on returned checks:

- Student's full name (may only write one student's name if the person is a parent paying for several children)
- Club and/or purpose of check (i.e., Spanish Club, lost textbook)

VOIDING OF RECEIPTS

Rules –

A cash receipt can be voided **if and only if** a mistake is discovered immediately after the cash receipt is issued and a corrected receipt can be handed to the person turning in the money.

Procedures –

Staple the original and all copies of the voided cash receipt in the cash receipts book and write "VOID" on the receipt.

If the deposit has already been entered into Skyward, void the cash receipt in Skyward in the same way that a cash receipt is posted. Enter 'VOID' in the description and reference the original batch number and receipt number(s). Enter the Receipt Amount as a debit of the original amount posted.

VOIDING OF PAYMENTS IN FEE MANAGEMENT

Rules –

A student fee can be voided **if and only if** a mistake is discovered immediately after the receipt is issued and a corrected receipt can be handed to the person turning in the money. In this case you would select "Reverse Charge".

Do not void a payment given for a lost textbook if the student finds the book after the deposit has been sent to the bank. The librarian must not void a payment given for a lost library book if the student finds the book after the money has been turned in to the Bookkeeper/Secretary. Refund the money with a check request according to the guidelines in the section on Disbursements. If the money is still in the hands of the employee who originally took it, the employee may void the cash receipt and refund the cash or un-deposited check to the student.

Procedures –

In Fee Management find the payment listed for the student and under "Maintain" select "Void" and complete the process. Email a copy of the voided payment to Lindsey Foley and keep a copy in a folder.

If the deposit has already been turned over to the bank, void the payment in Skyward Fee Management and then a Check Request will need to be entered for the student's refund.

SAFEGUARDING OF FUNDS

Rules –

Never leave money in any school building after hours unless it is locked in the school's safe or vault. If the school has a safe inside a vault, the money must be locked in the safe.

Small change funds and money received for depositing, after the week's last deposit has been made, should be the only monies remaining in a school's safe/vault over weekends or holidays.

Money that is found on campus should be turned in to the front office. If the amount exceeds \$5 and it remains unclaimed after one day, it must be receipted, deposited, and credited to the miscellaneous revenue account in the campus activity fund. Campus personnel should NOT transport cash or carry cash outside the building for any reason. SFISD police will transport and deposit cash. Please contact the Business Office with any question.

LOST TEXTBOOKS

Rules –

Money received for lost textbooks should not be held in anticipation of the student finding the book. Receipt the money and deposit it into the bank immediately. All refunds must be made with an activity fund check.

Any textbooks recovered after having been declared lost shall be returned to the campus textbook coordinator for reissue.

Procedures –

- Money collected from lost textbooks must be entered into Fee Management and deposited to the Activity Fund bank account.
- The campus bookkeeper will record the deposit in Skyward as a cash receipt to the appropriate textbook account.

Documentation of a lost textbook shall include the following:

1. Evidence that the book was issued by number.
2. Evidence that the book was inventoried at the end of the term immediately preceding its loss.
3. Evidence of attempts to recover the lost book, such as copies of letters, telephone records, home visits, etc.

Found Textbooks Refunds

- The campus bookkeeper will enter a Check Request via Skyward for the recovered textbook.
- Include copy of original receipt as documentation of payment made for the lost textbook.
- The check request must be sent to the Assistant Superintendent of Curriculum and Instruction for approval.
- All lost textbook refund check requests will be processed by the Accounts Payable Specialist.

The Assistant Superintendent of Curriculum and Instruction will manage ALL campus lost textbook accounts. After the completion of an annual textbook inventory the Assistant Superintendent of Curriculum and Instruction will make the determination to purchase replacement textbooks as needed

for each campus. If a school does not have sufficient funds in its lost textbook account to purchase a replacement the difference will be transferred from the school's Principal's Discretionary account.

DONATIONS

Rules –

According to SFISD Policy CDC Local, all gifts and donations **must be approved by the Chief Financial Officer and Superintendant regardless of amount. The Board of Trustees must approve all donations over \$5,000.**

If the donor does not specify the purpose of the donation, the Principal should use the donation to benefit the largest possible number of students.

The campus librarian must review all donations of **library books** before they are sent to the Board for approval.

The Department of Technology or the campus may **conditionally accept donated equipment**, pending approval by the Superintendent. All technology related donation information must be forwarded to the Director of Technology Operations.

Before parent groups or other groups working with the school, purchase equipment, including computer hardware, and software for the school, they must have the **approval of the Principal and the Superintendent**. The Principal must consult with the technology director and/or the Purchasing Department to determine the type or brand of equipment to buy to ensure compatibility with current District equipment.

Before parent groups, citizens, District employees, or other groups working with the school to purchase or lease equipment, furnishings, or anything that is **permanently attached** to the floors, walls, ceilings, or grounds, they must consult with the **Maintenance Department** to ensure health and safety of students and staff as well as compliance with all building codes.

Any donation from a parent group or other group working with the school that is **\$5,000 or greater (unless for travel)**, or that will be used to purchase or lease equipment, furnishings, or anything that is permanently attached to the floors, walls, ceilings, or grounds, must be deposited in a **fund 461** account and must comply with the **District's purchasing policies** and procedures and state purchasing laws. Donations that are strictly for travel expenses such as food, hotel, buses, etc., can still be deposited to the appropriate 865 account.

Questions concerning donations should be addressed to the Business Department.

Procedures –

For all donations for any amount, a copy of the Request for Acceptance of Donation Form (see Appendix), must be completed and sent to the Business Department along with the necessary support.

If a monetary donation is made to a school's activity fund, the Bookkeeper/Secretary must follow these steps:

- Make a copy of the check.
- Deposit the check.

- Send the check copy, the completed Request for Acceptance of Donation Form (see Appendix), and any additional documentation to the Business Department.

If a non-monetary donation is made to a school, the Bookkeeper/Secretary must send the completed Request for Acceptance of Donation Form (see Appendix) and any additional supporting documentation to the Business Department.

If a monetary donation is made to a school's campus budget, the Bookkeeper/Secretary must send the original check, the completed Request for Acceptance of Donation Form (see Appendix), and any additional documentation to the Business Department.

For donations greater than \$5,000, the Business Department will prepare a list of donations to be presented at the monthly Board meeting for the Board's acceptance. The Business Department will notify the Principal by the end of the month if the Board did NOT accept the donation.

Payments received from Target, Casa Ole', General Foods, Box Tops, etc. that are paid based on a percentage of sales made are not considered donations. If the check is made out in the name of the school, the payments received should be deposited to the Principal's Discretionary Account or another 461 account that would benefit the whole school (for example, the library). If the check is made out in the name of a specific club or group, the payments received should be deposited to the club or group's activity fund account.

Santa Fe Independent School District Activity Funds Manual Section 3 Deposit Procedures and Returned Checks

DEPOSITS

Rules –

All checks received must be **endorsed with the school's endorsement stamp** as soon as possible. Checks must be photo copied or a calculator tape listing the amount of each check and the name of the maker of the check must be included with each deposit and kept for supporting documentation. A second tape for verification should be included with the deposit sent to the bank.

The cafeteria manager is responsible for preparing the cafeteria deposits. This includes placing them properly in the locking moneybags and delivering them to the Bookkeeper/Secretary for pick up by campus police. The cafeteria manager is also responsible for ordering bill straps and coin rollers for cafeteria deposits. Contact Kim Wulf to order deposit books.

The Bookkeeper/Secretary is responsible for contacting the Business Department for deposit books, bill straps and coin rollers for non-cafeteria deposits. Send Marianne Junco or Donna Folse, an email to replenish.

The District has only one activity fund bank account. Only activity fund transactions may be directed through the activity fund accounts. Transactions controlled by outside organizations, such as PTOs, Booster Clubs, etc., must be conducted through the group's own bank accounts. All deposits must be made in the District's depository bank (Texas First Bank). Questions or problems with the bank should be forwarded to the attention of the Accounting Coordinator.

Campus personnel should NOT transport or carry cash outside the building for any reason. SFISD police will transport and deposit cash. Please contact the Business Office with any questions.

Procedures –

To reorder deposits slips, please e-mail Marianne Junco or Donna Folse. They will order the deposit slips, verify they are printed correctly, and send them to your campus. Bill straps and coin rollers may also be ordered from Marianne Junco or Donna Folse. Plastic money bags must be ordered by the campus.

Date the deposit slip with the date it is picked up by the campus police. Fill in total currency and coin, if applicable. List each check on the deposit slip. If this is not practical due to the number of checks collected for deposit, then using a calculator tape to list the amounts of the checks is permitted. Run two calculator tapes on all checks (the totals must agree), stamp one tape with the school's endorsement stamp and wrap it around the checks. Make a note on the deposit slip indicating that a tape is included. Keep the second calculator tape with the school's deposit for supporting documentation. In lieu of writing the makers name on a calculator tape, copies may be made of all checks included in a deposit and filed with the other supporting documentation for that deposit. On the deposit, enter the total deposit amount in the appropriate box and write the moneybag number above the encoded numbers at the bottom of the deposit slip.

On the plastic moneybag, write the district name on the "Company" line, write the campus name and number (example SFHS 001), on the "Location" line, and write the date that the moneybag will be picked up. The bookkeeper/secretary should put their name on the "Prepared By" line. You can put more than one deposit in a plastic deposit bag. Write the total amount of checks on all deposit slips combined, the total amount of currency on all deposit slips combined, and the total amount of all of deposits on the appropriate lines. Fasten the white copy of each deposit slip to the cash and checks of that deposit and place in the moneybag. Place all coin in the moneybag. Keep the yellow copy of the deposit slip and the detachable moneybag receipt with the deposit support. (Different moneybags may have slightly different instructions printed on them.)

The bookkeeper/secretary will record all Activity Fund deposits in Skyward as a cash receipt.

The deposits supporting documentation should include the following in this order:

- School copy of deposit slip (yellow copy)
- Calculator tape of checks, if required
- Skyward Cash Receipt Batch Report
- Request for Deposit form, if used
- Yellow copies of receipts given to persons who turned in money to the Bookkeeper/Secretary
- Cash receipt sheet, class roster, or yellow copy of receipt if used by teacher or sponsor
- Copies of all checks included in the deposit, if done
- Any other items supporting or indicating the source of the receipt, such as student picture commission reports

Firmly secure all documentation for each deposit with a large staple or clip to prevent individual receipts or paper from coming loose. File deposits by month in a clearly marked folder and keep deposits filed separately from files for disbursements.

All differences between the school's deposit records and the bank statement will be investigated by the Business Department. If the investigation indicates that the school's books are in error, the Business Department will correct the books with an adjustment and notify the school Bookkeeper/Secretary in writing of such adjustments.

CAMPUS POLICE PICK-UP

Rules –

District police will pick up from each school's main office daily (in the afternoon), and will deliver deposits to the District's depository bank. Questions and/or problems should be directed to the Business Department.

At the end of the day, the cafeteria manager must deliver her deposit in the locking money bag to the Bookkeeper/Secretary. The deposit should be safeguarded in the school's safe or vault. The Bookkeeper/Secretary must receipt the cafeteria manager for the locking deposit bag.

Campus personnel should NOT transport or carry cash outside the building for any reason. SFISD police will transport and deposit cash.

Procedures –

Every campus should have a deposit pick up log. At the scheduled pickup, write the date and the bag number on the deposit log. Enter each bag number on a separate line. Ensure that the police officer signs or initials each line for the bag(s) that he/she is picking up.

After the bank reconciliation has been completed for the month, the Business Department will correct any discrepancies between the deposit amount shown on the bank statement and the amount recorded by the campus into Skyward with an adjustment to Skyward. The Business Department will notify the school Bookkeeper/Secretary in writing of such adjustments if the adjustments are for more than \$1.00.

RETURNED CHECKS

Rules –

Returned (NSF) checks are checks that were previously deposited which the bank returns unpaid due to insufficient funds, closed account, stop payment, etc. The District's depository bank will send a check through only once. Any returns are then handled by CheckRedi. Do NOT take repayment from parents who have received notification from their bank that a check was returned insufficient funds to the school. The parents are to be given the phone number to CheckRedi, 1-877-524-7334, to work out their repayment.

Each month returned checks are posted back to the original account they were deposited to. When the district is reimbursed for the returned check by CheckRedi, the deposit is reposted to the original account.

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Section 4
Disbursements

GENERAL POLICIES

Expenditures from fund 461 must comply with the District's purchasing policies and procedures and state purchasing laws. Some contracts with vendors are written for specific items and do not cover all items offered by that particular vendor. Call the Purchasing Department for questions regarding vendors.

Income from a particular group (i.e., Spanish Club, Cheerleaders), must be expended on that group. Income from campus-wide activities should be expended on the student body as a whole. Faculty income from vending machine sales is available for faculty or student expenditures, subject to Principal approval. Student vending machine commissions are available only for expenditures that will directly benefit all students.

Funds should not be allowed to accumulate year after year in the activity fund. The group(s) that earned the money should spend the money. The exception is for a long-range project.

AUTHORIZATION

Rules –

The Principal must approve all disbursements, and must ensure that funds are expended for the intended purpose of the group and are not diverted for other purposes. Materials or merchandise may not be ordered without prior approval of the Principal. ***The person who orders merchandise without approval shall assume full responsibility for payment of the bill.***

The CFO must approve all disbursements to Principals.

The Principal must determine that there are sufficient funds available in the appropriate activity fund account before approving a disbursement.

Procedures –

In most cases a requisition should be entered in Skyward for purchase of materials and services. The purchase request is not approved to order until the requisition has been reviewed by the Business Department and approved by the CFO. **The person who orders merchandise without an approved purchase order shall assume full responsibility for payment of the bill.**

A check request (see Appendix), or employee reimbursement may be used for refunds and reimbursements. The check request must be signed or approved by the Principal prior being sent to the Business Department for approval.

A completed check request must include:

- Vendor name and address
- Date
- Requestor/Department
- Amount
- Date needed by
- Mark hold for pick up or return to campus
- Signature of person requesting the check (stamped signatures are prohibited)

- Brief description of the reason for the check, including the specific activity
- Activity account to be charged
- Signature of the Budget Manager (stamped signatures are prohibited)

Attach to the check request all supporting documents, which must total to the amount of the check request.

ISSUANCE OF CHECKS

Rules –

All disbursements must be made by a District activity fund check.

Never make expenditures from un-deposited cash.

Payments must always be made to a specific person, company or organization.

Never make checks payable to cash.

All employee reimbursements made by an activity fund check should be made within 30 days of the purchase.

Payments made to non-employees must be added as a vendor in the system. It is necessary to differentiate between payments for service and reimbursements/refunds. Fax or email a “Request to add a Vendor” form (see Appendix) and a W-9 for new vendors to the Purchasing Department.

Procedures –

Activity fund checks will be generated every Friday by the Business Department. All documentation must be received in the Accounts Payable office by the end of the day Tuesday for the Friday check run. Checks will be mailed from the Business Department unless notification has been given to the Accounts Payable Specialist to hold for pickup or send to the campus. The Bookkeeper/Secretary must **e-mail the Accounts Payable Specialist** a list of the checks to be held or sent to the campus. The e-mail must be received by the end of the day Tuesday.

Include the following documentation in the cash disbursement support package:

- Check request signed by the Principal and requestor.
- Original invoice, paid receipt, etc.
- Proof of receipt of goods and/or services (date and signature).

Firmly secure all documentation for each disbursement with a large staple or clip to prevent individual papers from coming loose. File disbursements by month in a clearly marked folder and keep disbursements filed separately from deposits.

VOIDING CHECKS

Procedures –

If it is necessary to void a check, the Bookkeeper/Secretary will write VOID on the front of the check and send it to Accounts Payable Specialist. The Accounts Payable Specialist will tear or cut the signatures from the check and void the check in the system.

If the Bookkeeper/Secretary mailed or delivered the check to the payee, the Business Office Representative will verify whether the check has cleared the activity fund bank account. If the check has cleared the bank account, then the Business Office will notify the Bookkeeper/Secretary in writing, attaching a copy of the cancelled check. The Bookkeeper/Secretary will then follow up with the person that requested the voiding of the check. If the check has not cleared the bank account, the Business Department will issue a stop payment on the check to the bank and will notify the Bookkeeper/Secretary in writing of the stop payment request. The Accounts Payable Specialist will also void the check in the system.

If a check was erroneously written for less than the amount actually owed, and it has already been mailed, the Bookkeeper/Secretary should request a second check for the amount of the underpayment. A copy of the invoice showing the amount originally owed, the check number, date, and amount of the first check should be included with the disbursement support. If a check was erroneously written for more than the amount actually owed, the Bookkeeper/Secretary should request an immediate refund from the vendor for the amount of the overpayment. It may be necessary to work with accounts payable to resolve overpayments.

EMERGENCY CHECK PROCEDURE

Procedures –

1. The Bookkeeper/Secretary should call the Accounts Payable Specialist as soon as possible, for approval and must bring the check request and all other documentation supporting the payment to the Business Department by 10 a.m. on the day that the check is needed.
2. The A/P Specialist will print the check by 2:00 p.m. that same day and notify the Bookkeeper/Secretary when the check is ready to be picked up.

NOTE: This should be avoided if possible.

VENDOR ADDITIONS

Procedures –

If a campus needs to add a vendor to Skyward, the Bookkeeper/Secretary must complete the “Request to add a Vendor” form and send to the Business Department along with a completed W-9. If a sponsor completes the Request to add a Vendor form, the Bookkeeper/Secretary must review the form to ensure that it is completed correctly before it is sent to the Business Department.

The Request to add a Vendor form must be filled out in its entirety or it will be returned to the Bookkeeper/Secretary.

The IRS requires that the District send an IRS Form 1099 to any unincorporated person performing services valued at \$600 or more in a calendar year. The Business Department consolidates information from all of the campuses to determine which individuals must be sent an IRS Form 1099.

REFUNDS AND NON-TRAVEL REIMBURSEMENTS

Rules –

All refunds must be made with an activity fund check, regardless of the amount. A refund is not the same as a reimbursement. Some examples of refunds are:

- Refunding the payment for a lost textbook or library book that is later found
- Refunding the payment for a field trip that the student did not attend

- Refunding the payment for a conference or seminar that was cancelled
- Refunding the payment for a class fee that the student did not take

Refunds or reimbursements to employees must be made by Employee Reimbursement Requisition in Skyward.

Procedures –

For refunds, indicate the original cash receipt number on the check request and attach the original cash receipt as support. If the original cash receipt is not available, a copy is permitted. If a cash receipt sheet or class roster was used, attach a copy of the sheet and highlight the name of the person receiving the refund. On the pink copy of the cash receipt, the cash receipt sheet or class roster, indicate that the money was refunded to prevent duplicate refunding. **Refunds must be payable to the parent of the student**, not the student. If the student originally made the payment from their own checking account, you may make the refund to the student.

For reimbursements, the reimbursement request (see Appendix), must be supported by one or more receipts from the employee.

SUPPLEMENTAL PAYMENTS TO EMPLOYEES FOR SERVICES

Rules –

All disbursements from the activity fund to SFISD employees for extra duty services performed must be processed through the **Payroll Office**.

Procedures –

Use the Extra Duty Voucher and send it to the Payroll in the Business Department.

PAYMENTS TO NON-EMPLOYEES FOR CONTRACTED SERVICES

Rules –

Examples of non-employees who perform services are authors, speakers, contest judges, disc jockeys, and consultants. An Independent Contractor Agreement (see Appendix) along with the employee vs contractor spreadsheet must be completed and sent to the Business Department along with a W-9. The Independent Contractor form requires approval signatures by the Principal/Director, HR and the CFO.

The request to pay the non-employee should not be made until the service is completed. This reduces the need to void checks if the person does not complete the task or works hours different from those scheduled.

In order to add a vendor to pay the non-employee, a completed Request to add a Vendor form (see Appendix), and a W-9 must be sent to the Business Department.

Procedures –

A purchase requisition must be entered for payments to **non-employees** for professional/contracted services rendered.

The IRS requires that the District send an IRS Form 1099 to any unincorporated person performing services valued at \$600 or more in a calendar year.

SCHOLARSHIPS

Scholarships to students may be given from either Fund 461 or Fund 865. Disbursement for scholarships may be **payable to the college** the student will attend or payable to the student upon proof of paid tuition.

The district no longer processes scholarships for outside organizations. (Booster Clubs, etc.)

PURCHASING

Rules –

Since campus activity funds (fund 461) are considered public funds, expenditures from fund 461 must comply with the District's purchasing policies and procedures and state purchasing laws. The Purchasing Process Flow Chart (see Appendix), illustrates the steps to make a purchase.

All fund 461 purchases from a contracted vendor must be done on a purchase order. All purchases for fundraisers conducted through a fund 461 account must be done on a purchase order. This includes book fairs (see Section 10 - Libraries for procedures for book fair PO's).

Fund 865 may purchase from any vendor; however, a purchase order must be issued. This provides a more realistic amount that the district purchases from each vendor and aids in negotiating contracts.

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Section 5
Change Funds

GENERAL POLICIES FOR PETTY CASH FUNDS

Purchasing Cards have been issued in place of petty cash.

GENERAL POLICIES FOR CHANGE FUNDS -

The maximum amount for a change fund on hand is \$100, with the exception of Athletics at the beginning of Football. Change funds should be small but ample enough to handle an activity efficiently. Larger amounts can be requested for special events, but the Business Office needs an 8 day advance notice.

An on-going change fund should **always** have the established dollar amount in it in the form of currency and coin, with the exception of the library or school store. A library or school store change fund should always have an amount in it equal to the established amount **plus** all the money collected (which cash receipts or lists must support) since the last time money was turned in to the Bookkeeper/Secretary. Verify change fund contents periodically by preparing a Cash Count Sheet (see Appendix). All shortages must be reconciled, with a written explanation furnished to the Principal and a copy sent to Business Department.

A change fund for a fundraiser or special event must be deposited on the next business day following the conclusion of the fundraiser or special event. The exact amount given as make change should be returned to the Business Department one business day after the event. The Business Department deposits ALL change funds.

Return all change funds to the Business Department at the end of the school year. It is prohibited to retain money on campus during the summer if it is not necessary to the summer campus operations.

Purchases and reimbursements from a change fund are prohibited. The cashing of checks from a change fund is prohibited. The loaning of any money from a change fund to anyone is prohibited.

ESTABLISHMENT OF A CHANGE FUND

Rules -

A change fund may be established for:

- Transacting business, such as sales from a school store
- Making change for a fundraiser or special event, such as a UIL competition
- Making change for students, employees or visitors in the front office or library

Procedures -

After the Principal has approved the establishment of a change fund, the teacher or sponsor should purchase a locking moneybox from their activity fund account. If the change fund will be located in the front office, the Bookkeeper/Secretary should purchase the moneybox from the Principal's Discretionary account. The moneybox must be large enough to accommodate the established level of the fund.

To order the money for the change fund, the Bookkeeper/Secretary should enter a Check Request to “Texas First Bank” and attached a Change Fund Order Form (see Appendix) indicating the amount of cash needed for the change fund (maximum for on-going change fund for special event change fund is \$800, with the exception of Athletics) and the denomination. **The Bookkeeper/Secretary should list the reason for the change fund in the description of the check request and the budget code needs to be 199 A 00 1109 00 000 0 00 000.** The Business Department will schedule the delivery of the money to the requesting campus.

One day after the event, the make change must be returned to the Business Department.

YEARLY PROCEDURES

Procedures-

The Business Department will either count the make change amount on campus or pick up the make change at the end of the school year.

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Section 6
Transfers of Funds

GENERAL POLICIES ON TRANSFERS OF FUNDS

All payments from one SFISD account to another SFISD account must be done through a transfer in Skyward. Never enter an activity fund check request to pay another SFISD account.

Campus personnel must never post activity fund transfers. All activity fund transfers must be done by the Business Department.

The Principal must approve all transfers.

Rules –

Examples of situations under which the Bookkeeper/Secretary should request that the Business Department transfer funds include:

- Net profits from school-wide fundraisers need to be distributed to participating clubs or groups on the same campus
- A club or group wishes to purchase goods or services from another club or group on the same campus or a different campus, such as a yearbook ad, flower arrangement, etc.
- A club or group needs to pay the Fine Arts Department for solo and ensemble entry fees
- A campus is hosting an in-service or clinic for several campuses and those other campuses need to share the costs or pay an entry fee
- A campus needs to pay their cafeteria for the purchase of ice cream or student or teacher meals
- To cover the expense of using another budget code's open purchase order
- To cover negative balances

Other situations in which a campus or group has incurred a liability to a SFISD Department that can be paid through a transfer of funds include yellow bus transportation costs, catering by Child Nutrition and SFISD Print Shop fees.

Procedures –

When a yellow bus is requested from the Transportation Department, specify the budget code and account to be charged. The Transportation Department will send invoices to the Business Department with the budget codes and account numbers on them. The Business Department will then transfer the funds through a journal entry.

If the campus receives an invoice from Child Nutrition for catering, write the budget code and account to be charged at the bottom of the invoice, have the Principal sign it, and forward it to the Business Department. The campus should keep a copy of the invoice for its files. The Business Department will transfer the funds through a journal entry and send an original invoice to Child Nutrition, indicating that the invoices that have been paid.

All Print Shop request must be entered through Eduphoria. All budget codes or forms of payment must be entered at the time of the request. The Print Shop will not release any products without payment. If a budget code is given, then the Business Department will transfer these funds through a journal entry.

For all other transfer requests, complete a Transfer Request Form (see Appendix), have the Principal sign it, and forward it to the Business Department. The campus should keep a copy of the transfer request for its files, with any supporting invoices or documentation attached. The “from” and “to” budget codes and accounts must be specified. If the campus is requesting a transfer of funds to another campus or department, it is the Bookkeeper’s/Secretaries responsibility to contact the receiving campus or department to obtain the correct “to” budget code and account. “From” amounts must equal “to” amounts. The reason for the transfer must be indicated on the form. “Transfer of funds” is not an acceptable description.

Inactive Clubs

Money remaining in accounts for inactive clubs may be transferred to the closest corresponding club or Principal’s Discretionary account with a principal approved transfer form. The club must be inactive for a period of two or more years before considering closure.

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Section 7
Fundraisers

GENERAL POLICIES

The District is not a “qualified nonprofit organization” for purposes of the Charitable Raffle Enabling Act and *must not sponsor or conduct raffles*, i.e., award one or more prizes by chance at a single occasion among a pool or group of persons who have paid or promised a thing of value for a ticket that represents a chance to win a prize.

IMPORTANT NOTE: THE PRINCIPAL AND THE SPONSOR SHOULD REFER TO BOARD POLICY FJ (LEGAL & LOCAL) FOR RESTRICTIONS REGARDING FUNDRAISERS. ALL LEGAL AND LOCAL POLICIES CAN BE FOUND ON THE SFISD WEB SITE.

Approved fundraising projects and activities should be placed on the campus activity calendar prior to the start of school. Other fundraising projects may not be approved during the school year.

The teacher or sponsor is responsible for:

- Completing the Fund Raising Request Form (see Appendix) no later than the date established by the Principal
- Verifying that the fundraising company representative is registered with the District Purchasing Department
- Ascertaining whether the items to be sold are taxable, so that the price can be adjusted accordingly
- Completing the Financial Recap Form (see Appendix) within one week after the completion of the fundraiser, checking that the form is in balance and turning it into the Bookkeeper/Secretary. If the funds were raised from catalog sales, the sponsor should attach support from the vendor indicating the total sales amount. The total sales amount should equal the total amounts deposited from the fundraiser.

The Bookkeeper/Secretary is responsible for verifying that total sales and total expenses on the Financial Recap Form match the revenue and disbursement posted to Skyward for the fundraiser, and notifying the teacher or sponsor if they do not match.

The fundraising project cannot be implemented until the sponsor receives a Fund Raising Request Form approved by the Principal. A PO must be entered for all purchases. Materials or merchandise for a fundraising project may not be ordered without prior approval of the Principal. ***The person who orders merchandise without approval shall assume full responsibility for payment of the bill.***

Sales, including candy or other articles, for funds to be used by schools or related organizations shall not be made in the school or in the name of the school without the approval of the Principal.

To ensure compliance with the amateur athletics UIL rules and regulations, student athletes are allowed to participate in school fundraising; however, students may not accept prizes for raising the most money when fundraising efforts are limited to athletes only.

To comply with IRS regulations, individual student accounts are not allowed. An individual student account is an account where the money raised by an individual is “set aside” (or accounted for) to offset the cost

of a particular item, such as a class trip. All fundraising profits shall benefit “the student body or organization” as a whole.

RECEIPTS

All collections associated with any fundraising activity coordinated by the school or a school recognized student group must be transacted through the activity fund and must be receipted in accordance with Section 2, Receipts.

DISBURSEMENTS

All payments associated with any fundraising activity coordinated by the school or a school recognized student group must be transacted through the activity fund and must be made in accordance with Section 4, Disbursements.

Payments to the vendor for items sold should never be made in cash or from undeposited receipts. When the checks collected for the fundraiser are written to the vendor *in error*, make copies for your records and forward the checks to the vendor with a letter specifying which invoice(s) must be adjusted for the payments. If the vendor is selling product in the school and the checks are made out to the vendor (not in error), this is the vendor’s sale and the vendor is responsible for reporting and paying sales tax to the Texas Comptroller’s Office.

Funds collected by student groups shall be used only for purposes authorized by the organization or upon approval of the sponsor. The Principal or designee shall approve all disbursements. All funds raised by student organizations must be expended for the benefit of the students. All funds collected from the sale of items to students and/or parents must be expended for the benefit of the students. All funds raised from the sale of items to teachers must be expended for the benefit of the teachers. Income received from a specific group should be expended for that group. The Principal shall ensure that the expenditures from these accounts are expended for the intended purpose of the group and are not diverted for other purposes.

Faculty fundraisers are not allowed.

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Section 8
Sales Tax Rules

PURCHASES MADE

Any purchases made in the name of the school district or group of the school district are exempt from sales tax. Exempt organizations are entitled to an exemption only on items purchased and used directly and exclusively in pursuit of the exempt purpose. For school districts, items purchased must relate to the educational process. Employee associations and any other association of employees of the District are not tax exempt. There is no exemption number assigned to exempt organizations. If a vendor sends an invoice that includes a charge for sales tax, the Bookkeeper/Secretary should pay the amount due excluding the sales tax, and include an explanatory note to the vendor with a copy of the current Texas Sales and Use Tax Exemption Certification form (see Appendix). The individual who made the purchase should be asked to sign the form. The bookkeeper/secretary should retain several unsigned copies of this form in a folder for use/distribution as needed.

Purchases made by individual members or teachers/coaches of classes or teams for their own use or ownership cannot claim exemptions even though they are connected with a school or a school organization. Examples are: cheerleaders purchasing their own uniforms, band members purchasing their own instrument, athletic teams purchasing their own jackets, or science students purchasing a science board.

Student groups (865 accounts) are considered tax exempt as a subordinate of the parent group, Santa Fe ISD. However, teacher groups (899 accounts) do not have tax exempt status under this distinction.

In order to be afforded the sales tax exemptions, various certificates should be presented:

Tax Exemption Certificates – The Texas Sales and Use Tax Exemption Certificate should be presented each time a purchase is made. It must state that the merchandise being purchased is for the organization's own use in providing instruction and is being made in the name of the organization. Payment will be made from the organization's own funds. See Appendix.

Resale Certificates – A Texas Resale Certificate should be given to the vendor when merchandise is purchased by the school for resale (such as fundraisers). See Appendix. This form is also updated every school year.

Hotel Certificates – Educational organizations and their employees traveling on official business of the organization are exempt from the *Texas state* hotel tax: the organization and their employees must pay *local* tax. The Texas Hotel Occupancy Tax Exemption Certificate must be presented at the time of registration at the hotel. **One per room occupied.** When traveling **out of state**, district employees or groups are **not exempt** from any hotel taxes. (When individuals request reimbursement for the Texas local or out-of-state hotel taxes paid, you should reimburse them the tax that they could not be exempt from.) See Appendix. All travel must be forwarded to the Business Department for payment.

Motor Vehicle Rental Certificates - The rental of motor vehicles requires its own exemption certificate, the Motor Vehicle Rental Exemption Certificate (see Appendix). Mark "A Public Agency" as the reason for claiming an exemption. This form is also updated every school year.

Note that meals purchased by the school for group student travel on authorized school trips are exempt from the sales tax. (This would also apply for school group banquets.) Generally, the meal must be paid for with a District pcard or PO and the eating establishment must be provided with an exemption certificate.

REVENUE RECEIVED

Often times, there is confusion as to whether something is a sale or not. For all revenue received, we must decide if it is a sale, or if it is not a sale.

A sale is the transfer of title or possession of tangible personal property for consideration (usually money). A sale also includes the performance of a taxable service for consideration. All sales (whether taxable or not) are to be reported on line 1 of the Texas Sales and Use Tax Return.

In some fundraising activities, the school or school group is merely acting as a sales representative for a retailer, and tax must be collected. The tax would be remitted to the retailer, and the retailer would claim it as their sale and they would pay the tax to the Comptroller's office. The school would not report this type revenue as a sale. Examples are vending machine sales where the vendor services the machine, school pictures, and library book sales. Only when the school or school group purchases the merchandise and then resells these items to their customers is the school the seller. The school should provide a resale certificate to the retailer.

Sale	Not a Sale
Admission – athletics, dances, dance performances, drama performances	Collection of money from students to pay a company for admission or service (i.e., Magic Theatre, Sea World, PSAT test)
Admission – summer camps, clinics, workshops	Commissions received
Donated items that are sold	Donations of money to the school or school group
Fundraisers where we are the seller, not just the middle-people	Dues received
	Fees – musical instrument maintenance, lab
Rentals of items	Fieldtrip collections
Rental of facilities	Fines received – textbooks, library books, parking, locker, uniforms, calculators, obligations
Sales of food	Fundraisers when the school group merely receives a commission (i.e., library book fairs, some author sales, recycling)
Sales of merchandise	Lost payments – books, handbooks, calculators, locks, ID cards
Sales of services	Marathon fundraisers – these are donations (i.e., lift-a-thon, jog-a-thon, jump rope for heart, basketball hoops)
School publication sales	NSF check redeposit

NON-TAXABLE SALES VS. TAXABLE SALES

Texas sales tax statutes impose tax on the sale, lease, or rental of tangible personal property and selected services. Tangible personal property includes personal property that can be seen, weighed, measured, felt, touched, or that is perceptible to the senses in any other manner. When an individual purchases a tangible item and it becomes the personal property of someone, it is taxable. It is irrelevant if the school logo is on the item or that the item will be utilized by a student in a school group for a school function.

School districts, schools, and school groups making sales of taxable items that do not have a specific exemption must collect and remit the tax. The following lists of items or activities have been identified as being taxable or non-taxable by the Comptrollers' Office when sold or sponsored by a school, by an organization within a school, PTOs, Booster Clubs, and employee associations. Whether taxable or not, all sales are reportable as sales on line 1 of the Texas Sales and Use Tax Return. The lists are not all-inclusive but may help you make determinations on other similar sales; however, tax law is a collage of political decisions. Call the BUSINESS DEPARTMENT if uncertain if something is taxable or send an email to tax.help@cpa.state.tx.us.

NON-TAXABLE

Ad sales - in yearbooks, athletic programs, newspapers, posters
Admission – athletics, dances, dance performances, drama and musical performances
Admission – summer camps, clinics, workshops
Admission - banquet fees, prom, homecoming
Admission - tournament fees, academic competition fees
Cosmetology services (Products sold to customers are taxable)
Deposits (lockers, etc.)
Discount/Entertainment cards and books
Facility rentals for school groups
Food items sold during fundraisers, including at a PTO carnival
Labor - automotive, upholstery classes (parts are taxable)
Magazine subscriptions greater than six months
Parking permits
Services - car wash, cleaning
Student Club Memberships
Transcripts

TAXABLE

Agenda books		Musical supplies – recorders, reeds
Agricultural sales		Parts - career & technology classes (not to include products used in cosmetology)
Art - supplies and works of art		Parts – upholstery
Artistic - CDs, tapes, videos		PE - uniforms, supplies
Athletic - equipment and uniforms		Pennants
Auction items sold		Pictures - school, group (if school is the seller)
Automotive - parts and supplies		Plants - holiday greenery and poinsettias
Band - equipment, supplies, patches, badges, uniforms		Printing fee – computer
Book covers		Rentals - equipment of any kind
Books - workbooks, vocabulary, library, author (when we are the seller)		Rentals – towels
Brochure items		Rentals - uniforms of any kind
Calculators		Repairs to tangible personal property (i.e., computer repair, house remodeling)
Calendars		Rings and other school jewelry
Candles		Rummage and garage sales
Car - painting, pin striping		Safety supplies
Clothing - school, club, class		School publications – athletic programs, posters
Computer - supplies, mouse pads		School publications – brochures
Cosmetology products sold to customers		School publications – magazines (unless > six month subscription)
Cups - glass, plastic, paper		School publications – newsletters, newspapers (unless printed on newsprint more than once/month & is <\$.75/copy)
Decals		School publications – reading books
Directories - student, faculty		School publications - sheet music, hymnals
Drafting – supplies		School publications - yearbooks
Family and Consumer Science - supplies and sewing kits		School store - all items (except food)
Fees - copies, printing, laminating		Science - science kits, boards, supplies
Flowers - roses, carnations, arrangements		Spirit items
Greeting Cards		Stadium seats
Handicrafts		Stationery, note pads, etc. produced in the classroom or vocational class
Horticulture items		Supplies - any sold to students
Hygiene supplies		
Identification cards – when they are sold to entire student body (not just the fine for lost card)		Uniforms - any type to include PE, dance team, drill team, cheerleaders, athletic, club shirts
Locks - sales and rentals		Vending - pencils and other non-edible supplies when the school services the machine
Lumber		Wood

Magazines – subscriptions less than six months		Woodworking crafts - entire sale to include parts and labor
Magazines - when sold individually		Yard signs
Merchandise, tangible personal property		Dry Cleaning Services for Uniforms

TAX FREE DAYS

Each school district, each school, and each **bona fide chapter of each school** is allowed to have two one-day tax-free sales each calendar year. During this tax-free sale, the organization may sell any taxable item tax-free when the price of the item is \$5,000 or less. There is no limit on the number of bona fide groups at a school or school district. However, if two or more bona fide groups combine to have a one-day tax-free sale, the combined sale will count as one tax-free sale for both groups. They each may only have one more tax-free sale that calendar year. Employee associations are not allowed to have one-day tax-free sales.

A **bona fide chapter** is a group that must **be organized for some business or activity other than instruction or a participatory group**. Essentially, any **student group that is recognized by the school and is organized by electing officers (not just participatory captains), holding meetings, and conducting business are bona fide chapters of the school** and each group may have one one-day tax-free sale in a calendar year. Groups meeting for classroom instruction or team sports are not categorized as bona fide chapters and do not qualify for the tax-free day sales.

One-day means 24 consecutive hours; the delivery should be made on a single day. Generally title passes to the purchaser when the item is given to the purchaser. In the case of pre-ordered and pre-paid sales, title can transfer as soon as the seller (school) receives the order. Therefore, the date the items are delivered by the vendor to the seller is designated as the one-day for the purposes of the tax-free sales. However, persons buying from surplus stock on subsequent dates after the tax-free day owe tax on the items.

When the school or school group receives a commission, the tax-free day sale provisions cannot apply because the sale is the vendor's sale, not the school's sale. The school group would collect and remit tax to the vendor, and the vendor would report the sale and remit tax to the Comptroller's office. Also, the sale of items received from a vendor, in which the school and the vendor have an agreement that the vendor will take back any unsold items, would generally not qualify as a one-day tax-free sale.

OTHER INFORMATION

Food Sales –

The sales tax statute exempts the sales of food, including meals, soft drinks, and candy, by a group associated with a public or private elementary or secondary school when the sales are part of a fundraising drive sponsored by the organization and all net proceeds from the sale go to the organization for its exclusive use. Student groups, PTOs and booster clubs are included in the provision. It does not matter if the sale is during the school day, the evening, or on a weekend; if it is a fundraiser, it is not taxable.

However, if food is sold in a reusable container as part of a fundraiser, the container is taxable, but the food is not. If a tin can of cookies is sold, and the price for the tin can and the price of the cookies are not stated separately, and the price of the cookies are more than 50% of the total value, then the transaction is not taxable. Example: the tin can of cookies is sold for \$5 and the estimated value of the tin can is \$2 and the estimated value of the cookies is \$3. However, if the estimated value of the tin can is more than 50% of the total value, then the transaction is taxable. If a tin can of cookies is sold, and

the price for the tin can and the price of the cookies are stated separately, then the sale of the tin can is taxable. The sale of the cookies is not taxable.

Tax-exempt sales of food by a school district (i.e., food service) are limited to the regular school day. Catered food sales by the district's food service are taxable unless sold to the school district. All athletic event **concession sales are taxable** unless the sales are part of a fundraising event.

Santa Fe Independent School District
Activity Funds Manual
Section 9
Monthly & Yearly Procedures

MONTHLY PROCEDURES FOR BOOKKEEPERS/SECRETARIES

Enter all deposits into cash receipts (Student Fee Management creates the cash receipt transaction) in a timely manner.

File all documents for the current month in the appropriate folders. File deposit support packets in a separate folder from disbursement support packets.

On the first business day of the current month, print a Detailed Activity Fund Balances report for the prior month and give each teacher or sponsor the report for his or her club or group. It is the responsibility of the sponsor to notify the Bookkeeper/Secretary of any discrepancies.

On the first business day of the current month, print a Summary Activity Fund Balances report, give a copy to the Principal, and keep a copy for your files. Before filing the report, check for any accounts with a negative (amount will be a positive number on report) balance and follow these procedures:

1. If you know that you have a deposit in a batch that has not been posted, and the deposit will correct the negative balance, you can ignore that account. However, if you know that you have a deposit in a batch that has not been posted **AND** you also have check(s) in a batch that has not been posted, and the deposit will not cover the negative balance and the batched checks, you will need to perform step 3.
2. If you have prepaid for something (such as a field trip) and you know that you will collect enough money to correct the negative balance, you can ignore that account.
3. Contact the teacher/sponsor in charge of that account, or the principal, and make them aware that their account is overdrawn. They will need to correct the negative balance. Some options to correct the negative balance include:
 - An approved fundraiser (i.e., the sponsor follows all of the District policies on fundraisers)
 - Another account in the same fund can give money to the negative account (one 461 account can give to another 461 account, or one 865 account can give to another 865 account). This request must be submitted in writing to the BUSINESS DEPARTMENT per the instructions in the section on Transfers of Funds.

- The PTO or another outside group or person may make a donation to the 461 or 865 account, per the donations procedures in the section on Receipts.

YEARLY PROCEDURES FOR BOOKKEEPERS/SECRETARIES

1. All change funds must be returned to the Business Department on or before June 3rd. If vending machine refunds are made from a change fund, the vending machine representative should repay all of these refunds.
2. All activity fund monies in the possession of sponsors and teachers must be receipted and deposited. This means no money should be left in the school building over the summer if the campus is closed for the summer.

Before School Starts:

1. Print a Summary Activity Fund Balances report, give a copy to the Principal, and keep a copy for your files. Before filing the report, check for any accounts with a negative balance and follow the procedures above for reconciling negative balances.
2. A request must be made to the Business Department for a new make change fund. When requesting a make change fund, you must give at least a 24 hour notice.

SANTA FE INDEPENDENT SCHOOL DISTRICT
CHANGE ORDER FORM

Date: _____

Campus: _____

Pennies:	_____
Nickels:	_____
Dimes:	_____
Quarters:	_____
Coin Total:	_____

Ones	_____
Fives	_____
Tens	_____
Twenties	_____
Currency Total:	_____

Grand Total:	_____
---------------------	-------

Requested By: _____

Authorized By: _____

PURPOSE

Change Fund ☐

Budget Code: _____

Petty Cash Replenishment ☐

Petty Cash Disbursement Forms Attached: _____

Summary of payees

Payee	Amount

SANTA FE I.S.D.
BUDGET CHANGE REQUEST

Number:

CAMPUS/DEPT: _____

AMENDMENT:
TRANSFER:

FUND	FUNC	OBJECT	SUB	ORG	YR	PIC	LOCAL CODE	ACCOUNT TITLE	BUDGET INCREASE OR (DECREASE)	CURRENT BUDGET	NEW BUDGET
											\$0
											\$0
											\$0
											\$0
											\$0
											\$0
											\$0
											\$0
											\$0
											\$0

REASON FOR REQUEST: _____

Requested By:	Date	Central Office Approval	Date	Board Approval	Date
	10/30/2019				
Entered By:	Date	Finance Office Approval	Date	Approved in Skyward	Date

SANTA FE INDEPENDENT SCHOOL DISTRICT

ADJUSTMENTS AND TRANSFERS FORM

SCHOOL/DEPARTMENT

DATE

ADJUSTMENTS TO ACCOUNTS _____

TRANSFERS BETWEEN ACCOUNTS _____

BUDGET CODE & ACCOUNT NUMBER	DEPARTMENT	AMOUNT TO DECREASE	AMOUNT TO INCREASE

REASON FOR ADJUSTMENT/TRANSFER:

PREPARED BY

BUDGET MANAGER'S SIGNATURE

Cash Deposits and Sales Tax Deposits

SANTA FE ISD

Jennifer Walton Account Preferences Exit ?

Home Account Management Vendors Purchasing Accounts Payable Accounts Receivable

Account Management Setup

Account Master Setup

Account Profile

Chart of Accounts

Account Management Reporting

Budgetary Data Mining

Vendor Check History

General Inputs History

Budget Management Setup

Budget Entry

Adopt Budget

Requisitions

Revisions Setup

Transfers Setup

General Inputs

Journal Entry

Submit Journal Entry

Journal Entry

Cash Receipts Setup

Cash Receipts

Accounting Update - Cash Receipts

Update History - Cash Receipts

Change History - Cash Receipts

Accounts Receivable

Accounts Receivable

Accounting Update - Accts Receivable

Update History - Accts Receivable

Student Billing

Project/Grant Management

Reports

Activity

Purchasing Activity

WF1PU1VA1VA

Go to account management and select cash receipt

© 2016 Skyward, Inc. All rights reserved. EMPLOYEE ACCESS Windows 7 / Internet Explorer 10

SANTA FE ISD

Jennifer Walton Account Preferences Exit ?

Home Account Management Vendors Purchasing Accounts Payable Accounts Receivable

Cash Receipts ☆

Views: WIP Filters: *WIP - All Fiscal Years

Batch Description Created Fiscal Year Rev Source Status JE Offset

Add Edit Delete Clone Report

Choose either add, edit or delete

Cash Deposits and Sales Tax Deposits

10.100.10.188/scripts/wsisa.dll/WService=wsFin/fambrbrws001.w?source=cr

SANTA FE ISD Jennifer Walton Account Preferences Exit ?

Home Account Management Vendors Purchasing Accounts Payable Accounts Receivable

Cash Receipts

Views: WIP Filters: *WIP - All Fiscal Years

Batch	Description	Created	Fiscal Year	Rev	Source	Status	JE Offsets
15-17310	ATH - HS BASEBALL & SOFTBALL GATE	03/24/2016	2015-2016	No	CR	W	No

Batch Number Entry

* Fiscal Year: 2015-2016: September 1, 2015 - August 31, 2016

* Batch Number: 15-17311

* Description: KUB-2ND GRADE FIELD TRIP DEPOSIT

Asterisk (*) denotes a required field

Save Back

-Select the correct fiscal year
-Add your description (campus/department name then the reason of the deposit)
-Save

200 1 records displayed Batch: ABC

10.100.10.188/scripts/wsisa.dll/WService=wsFin/fambrbrws002.w

Edit Details

Batch Information

Fiscal Year: 2015-2016: September 1, 2015 - August 31, 2016 Edit

Batch Number: 15-17311

Description: KUB-2ND GRADE FIELD TRIP DEPOSIT

Detail Lines

Views: General Filters: Skyward Default Clone

Line #	Account	Description	Debit Amount	Credit Amount	Reference	Addtl Desc
There are no records to display; check your filter settings.						

Report Print Range Back Add

-Verify fiscal year and description
-Click add to proceed

Cash Deposits and Sales Tax Deposits

10.100.10.188/scripts/wsisa.dll/WService=wsFin/fambredit002.w?isPopup=true

Detail Line Entry

Batch Information

Fiscal Year: 2015-2016: September 1, 2015 - August 31, 2016

Batch Number: 15-17311

Description: KUB-2ND GRADE FIELD TRIP DEPOSIT

General Information

* Line: 1

* Account: 461 L 00 2190 04 104 0 00 518

Description: MAY 2016 (MONTH OF CASH DEPOSIT IN BANK) STUDENT MONEY COLLECTED FOR FIELD TRIP (PURPOSE OF THE DEPOSIT)

Add'l Description: KUB-2ND GRADE FIELD TRIP DEPOSIT

Name:

* Date: 04/01/2016

Reference:

Project/Grant:

Account Description

461	CAMPUS ACTIVITY FUNDS
2190	DUE TO STUDENT GROUPS
04	
104	DAN J KUBACAK

Line Amounts

* Debit: 0.00

* Credit: 1.00

Cash Receipts

* Bank Cash Account: GEN0 GEN OP CHECKING ACCT

Bank: TEXAS FIRST BANK SANTA FE

Receipt: 101474

Payment Type: Check

Check Number:

Batch Amounts

of line items: 1 Debit: 0.00 Credit: 1.00 Net Amount: -1.00

Receipt totals for current receipt number within this batch

of line items: 1 Debit: 0.00 Credit: 1.00 Net Amount: -1.00

Asterisk (*) denotes a required field

-Verify batch information -Enter your account code
 -Add a detailed description -Add add'l description -Select bank acct.
 -Enter credit/deposit amount -Save

10.100.10.188/scripts/wsisa.dll/WService=wsFin/fambrbrws002.w

Edit Details

Batch Information

Fiscal Year: 2015-2016: September 1, 2015 - August 31, 2016

Batch Number: 15-17311

Description: KUB-2ND GRADE FIELD TRIP DEPOSIT

Detail Lines

Views: General Filters: Skyward Default Clone

Line #	Account	Description	Debit Amount	Credit Amount	Reference	Add'l Desc
1	461 L 00 2190 04 104 0 00 518	MAY 2016 (MONTH OF CASH DEI	0.00	1.00		KUB-2ND GRAD

EMPLOYEE REFERENCES

QUICK ENTRY CLOCKING IN & OUT

Quick Entry - Current Status

Click **Employee Access, TrueTime, Quick Entry**.

Who, What, When, Why?

The Quick Entry screen allows employees with TrueTime access to clock in and out from the software.

Employees may have the ability to clock in/out from a TrueTime reader (optional).

The Quick Entry screen will also allow employees to see their Current Status and Totals.

Additionally, employees may be able to adjust their times (based on configuration settings) and submit their time sheets.

True Time Quick Entry

In this example, **all TrueTime entry buttons** have been activated.

Buttons that display can be controlled based on the employee's **Timekeeping Rules**.

Current Status: In, Unavailable, Temp Out, Break, Lunch, Meeting, Work Out, Gone for the day, Enter Future Out of Office Records

Refresh

<Prev Day Current Day Next Day> View/Submit Time Sheets

Transactions for Tuesday 10/23/2012 - ALAN M SMITHSCR

Status	Start Time	End Time	Duration	Pay Code
--------	------------	----------	----------	----------

Add a Missing Record

Skyward School District

Alan Smithscr Account Preferences Exit

Home Employee Information Time Off True Time FastTrack Open Positions FastTrack Screener Work Requests Account Master Budget Management Purchasing Inventory Requisitions Expense Reimbursement Op

True Time Quick Entry

Task Manager Favorites New Window My Pri

In Un-available Temp Out of Office Break Lunch Meeting Work Out of Office Gone for the day Enter Future Out of Office Records

Click the In button.

Start Time: Current Time: Duration: Scheduled Return: Note:

Totals

Tue 10/23/12 Total: Scheduled Hours: 8h 00m Lunch Total: Break Total: Weekly Total:

Refresh

<Prev Day Current Day Next Day> View/Submit Time Sheets

Transactions for Tuesday 10/23/2012 - ALAN M SMITHSCR

Add a Missing Record

Status	Start Time	End Time	Duration	Pay Code
--------	------------	----------	----------	----------

Skyward School District

Alan Smithscr Account Preferences

Home Employee Information Time Off True Time FastTrack Open Positions FastTrack Screener Work Requests Account Master Budget Management Purchasing Inventory Requisitions Expense Reimbursement

True Time Quick Entry

Task Manager Favorites New Window

In Un-available Temp Out of Office Break Lunch Meeting Work Out of Office Gone for the day Enter Future Out of Office Records

Job Selection - 05.12.10.00.04 - Mozilla Firefox

localhost/scripts/cgiip.exe?WSservice=wsFLORIDA/httemjobs000.w?isPopup=true

Job Selection

Views: General Filters: *Skyward Default

Select	Primary	Pay Code	Description
1	Yes	PTI34	Custodian - Hourly
2	No	PT408	Bus Driver - Hourly

Select Back

If the employee works multiple jobs, a browse of available jobs will display. Select the appropriate job.

If the employee only works one job, this browse will not display and the employee will be logged into their primary job.

Skyward School District

Alan Smithscr Account Preferences

Home Employee Information Time Off True Time FastTrack Open Positions FastTrack Screener Work Requests Account Master Budget Management Purchasing Inventory Requisitions Expense Reimbursement

True Time Quick Entry

Task Manager Favorites New Window

Change Job Un-available Temp Out of Office Break Lunch Meeting Work Out of Office Gone for the day Enter Future Out of Office Records

If the employee works multiple jobs, the IN button will change to a Change Job button. This will allow the employee to clock out of their first job and into their second job.

Duration: Scheduled Return: Note: Break Total: Weekly Total:

Refresh

<Prev Day Current Day Next Day> View/Submit Time Sheets

Transactions for Tuesday 10/23/2012 - ALAN M SMITHSCR

Status	Start Time	End Time	Duration	Pay Code
IN	9:15 AM (9:15)			PTI34 -

Edit the Existing Times Add a Missing Record Delete

Skyward School District

Alan Smithscr Account Preferences

Home Employee Information Time Off True Time FastTrack Open Positions FastTrack Screener Work Requests Account Master Budget Management Purchasing Inventory Requisitions Expense Reimbursement

True Time Quick Entry

Change Job Un-available Temp Out of Office Break Lunch Meeting Work Out of Office Gone for the day Enter Future Out of Office Records

Current Status: IN

Tue 10/23/12 Total:

If the employee has access to modify their transactions (based on Org Chart setting), the **Edit the Existing Times**, **Add a Missing Record**, and **Delete** buttons will be available.

If the Timekeeping Rules is set to **track adjustments**, any TrueTime transactions that are **modified** or **deleted** will create an **adjustment record**.

Adjustment records will print on the employees' time sheets and reports can print adjustment history.

Edit the Existing Times
Add a Missing Record
Delete

Skyward School District

Alan Smithscr Account Preferences Exit ?

Home Employee Information Time Off True Time FastTrack Open Positions FastTrack Screener Work Requests Account Master Budget Management Purchasing Inventory Requisitions Expense Reimbursement Online Open Enroll

True Time Quick Entry

Change Job Un-available Temp Out of Office Break Lunch Meeting Work Out of Office Gone for the day Enter Future Out of Office Records

Current Status: IN

Start Time: 9:15 AM

Current Time: 9:15 AM

Duration:

Scheduled Return:

Note:

Tue 10/23/12 Total:

Scheduled Hours: 8h 00m

Lunch Total:

Break Total:

Weekly Total:

The Totals area includes total time worked that work week.

Transactions for Tuesday 10/23/2012 - ALAN M SMITHSCR

Status	Start Time	End Time	Duration	Pay Code
IN	9:15 AM (9:15)			PT134 -

Edit the Existing Times
Add a Missing Record
Delete

Skyward School District

Alan Smithscr Account Preferences Exit ?

Home Employee Administration Payroll Time Off Substitute Tracking Insurance Tracking TrueTime Work Requests Advanced Features Federal/State Reporting Custom Reports

Human Resources

My Favorites

Employee Access

Employee Locator

Requisitions

Approve Time Off

Approve Expense Reimbursements

Quick Entry - True Time

Human Resources

Employee Profile

Financial Management

Vendor Profile

Approve Requisitions

Account Profile

Employees

Completed

Time Off Detail Transaction Report - My Employees

Completed

B/S Dtl Rpt: detail report 01/01/2012-05/07/2012

Completed

Budget Report ** 9/2012

Completed

Calculate available funds for account groups

Completed

District News

Lunch Menu

School Lunch Menu

Our district is committed to providing a well balanced meal to students and staff. Please click on the link above to see the monthly school menu.

Jump To Other Systems

Educator Access Plus

Employee Access

Family Access

Financial Management

Human Resources

Student Management

Product Setup

Recent Programs

Human Resources Home

Configuration

Additionally, employees can click the **Clock icon** to access the **Quick Entry** screen.

This concludes the tutorial.

EDITING TIME SHEET– CURRENT DAY

Skyward School District

Alan Smithscr Account Preferences Exit ?

Home Employee Information Time Off **True Time** FastTrack Open Positions FastTrack Screener Work Requests Account Master Budget Management Purchasing Inventory Requisitions Expense Reimbursement Online Open Enrollment

True Time

- Quick Entry
- My History
- Employee Access
- My Schedule
- Data Entry
- Report

My Time Sheets

- Unsubmitted
- History

Supervisor Access

- My Employees True Time
- My Employees Totals by Status
- My Employees Weekly Averages
- Schedule Tracker
- My Employees Time Sheets**
 - Unsubmitted
 - Unapproved
 - History

Quick Entry - Edit the Existing Times

Click Employee Access, TrueTime, Quick Entry.

Who, What, When, Why?

The option to allow employees to edit their times is based on the Org Chart setting for that employee.

If activated, employees will have the ability to adjust their existing times in TrueTime.

Recent Programs

- Employee Access Home
- Human Resources Home

School Lunch Menu

Our district is committed to providing a well balanced meal to students and staff. Please click on the link above to see the monthly school menu.

Skyward School District

Alan Smithscr Account Preferences Exit ?

Home Employee Information Time Off **True Time** FastTrack Open Positions FastTrack Screener Work Requests Account Master Budget Management Purchasing Inventory Requisitions Expense Reimbursement

True Time Quick Entry

Change Job Unavailable Temp Out of Office Break Lunch Meeting Work Out of Office Gone for the day Enter Future Out of Office Records

Current Status

Current Status: **IN**
 Start Time: **9:15 AM**
 Current Time: **9:59 AM**
 Duration: **44m**
 Scheduled Return:
 Note:

Totals

Tue 10/23/12 Total: **45m**
 Scheduled Hours: **8h 00m**
 Lunch Total:
 Break Total:
 Weekly Total: **45m**

Transactions for Tuesday 10/23/2012 - ALAN M SMITHSCR

Status	Start Time	End Time	Duration	Pay Code
IN	9:15 AM (9:15)		44m	PTI34

Edit the Existing Times

Add a Missing Record

Delete

Refresh

Highlight the record that needs to be adjusted and click Edit the Existing Times.

Skyward School District

Alan Smithscr Account Preferences Exit ?

Home Employee Information Time Off True Time FastTrack Open Positions FastTrack Screener Work Requests Account Master Budget Management Purchasing Inventory Requisitions Expense Reimbursement Online Open Enroll

True Time Quick Entry

Change Job Unavailable Temp Out of Office Break Lunch Meeting Work Out of Office Gone for the day Enter Future Out of Office Records

Current Status

Current Status: **IN**
 Start Time: **9:15 AM**
 Current Time: **9:59 AM**
 Duration: **44m**
 Scheduled Return:
 Note:

Totals

Tue 10/23/12 Total: **45m**
 Scheduled Hours: **8h 00m**
 Lunch Total:
 Break Total:
 Weekly Total: **45m**

Refresh

Employees will be able to adjust their Start Time, End Time, and Pay Code.

2 - ALAN M SMITHSCR

Save Cancel

Status	Start Time	End Time	Duration	Pay Code
IN	09:15 AM		44m	PTI34 - Cu

Skyward School District

Alan Smithscr Account Preferences Exit ?

Home Employee Information Time Off True Time FastTrack Open Positions FastTrack Screener Work Requests Account Master Budget Management Purchasing Inventory Requisitions Expense Reimbursement Online Open Enroll

True Time Quick Entry

In Unavailable Temp Out of Office Break Lunch Meeting Work Out of Office Gone for the day Enter Future Out of Office Records

Current Status

Current Status:
 Start Time:
 Current Time:
 Duration:
 Scheduled Return:
 Note:

Totals

Tu

Refresh

<Prev Day Current Day Next Day> View/Submit Time

Transactions for Tuesday 10/23/2012 - ALAN M SMITHSCR

Start Time End Time Duration Pay Code

9:15 AM (9:15)	9:30 AM (9:30)		
9:30 AM	10:00 AM	30m	Add Record
10:00 AM (10:00)	10:00 AM (10:00)		PT408 - Bus Driver

Add a Missing Record Delete

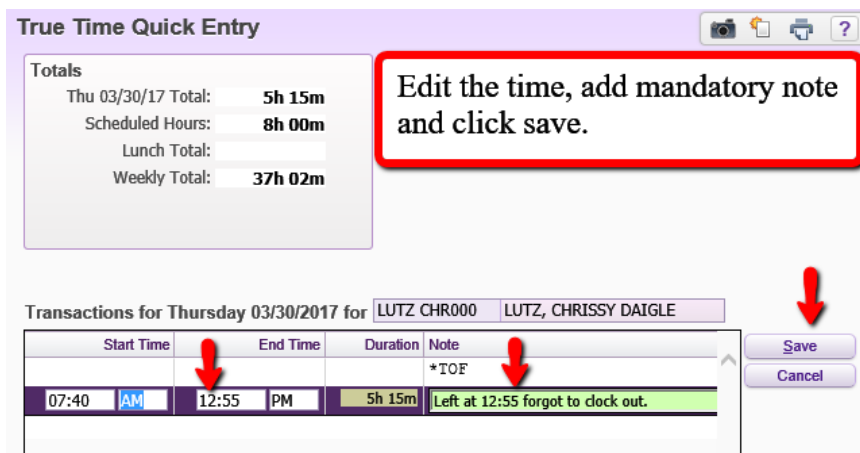
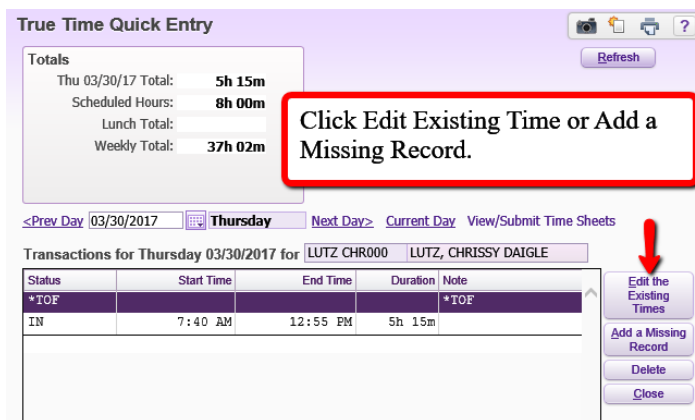
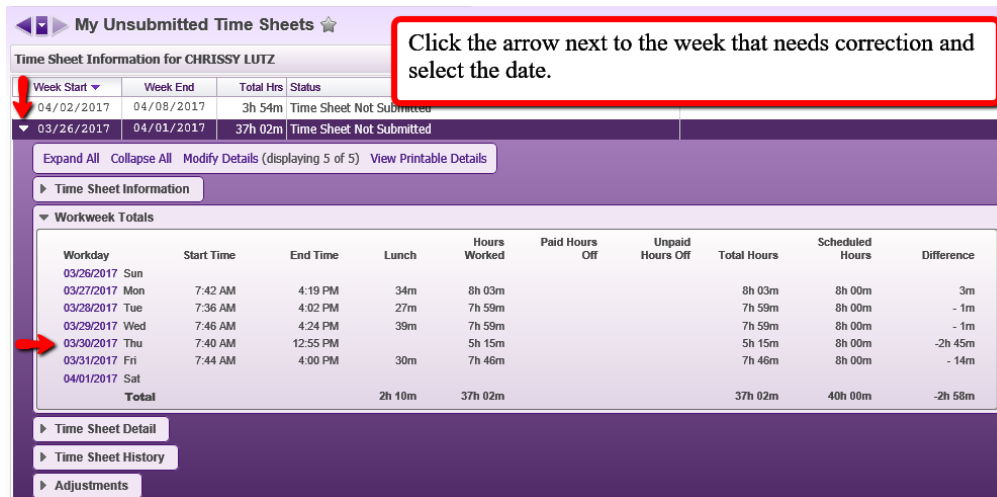
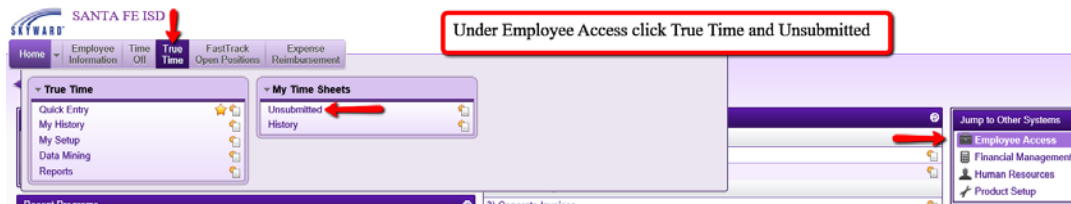
If the changes result in a gap in time, an Add Record button transaction will be created.

This will allow the employee to easily add a record to fill the gap in time if needed.

If the Timekeeping Rule is set to capture adjustments, an adjustment record will display on the employee's time sheet and Adjustment History screens.

This concludes the tutorial.

EDITING TIME SHEET– PRIOR DAY



TIME OFF STATUS

My Time Off Status

Click **Employee Access, Time Off, My Status**.

Who, What, When, Why?
This area displays an employee's time off information, both current and historical.

The employee can check the status of pending time off requests, as well as submit additional requests for time off.

Recent Programs

- Employee Access Home
- Financial Management Home WF
- My Requests
- Fiscal Year-to-Date
- My Status
- Applications By Position
- FastTrack Open Positions

My Time Off Status

The **My Time Off Status** browse displays the time off codes assigned to the employee.

Views: General Filters: *Skyward Default

Time Off Code	Prior Year Remaining	Allocated	Used	Remaining	Approved	Waiting	Available	Unpaid	Future Amount
▶ LOCAL SICK		53.625 Days	34.2 Days	19.425 Days		1 Days	18.425 Days		
▶ NON-WORK DAYS		66 Days	60.65 Days	5.35 Days			5.35 Days		
▶ ST PERSONAL		83.75 Days	21.0625 Days	62.6875 Days			62.6875 Days		
▶ STATE SICK		19 Days		19 Days			19 Days		

Prior Year Remaining indicates any time off that has been carried forward.

Allocated indicates what has been allocated for the current year.

My Time Off Status (896)

Views: General Filters: *Skyward Default

Used is the time used in the current year.

Time Off Code	Prior Year Remaining	Allocated	Used	Remaining	Approved	Waiting	Available	Unpaid	Future Amount
▶ LOCAL SICK		53.625 Days	34.2 Days	19.425 Days		1 Days	18.425 Days		
▶ NON-WORK DAYS		66 Days	60.65 Days	5.35 Days			5.35 Days		
▶ ST PERSONAL		83.75 Days	21.0625 Days	62.6875 Days			62.6875 Days		
▶ STATE SICK		19 Days		19 Days			19 Days		

The **Remaining** units are calculated by subtracting Used from Prior Year and Current Year Allocation.

Skyward School District Rick Aceyscr Account Preferences Exit ?

Home Employee Information **Time Off** FastTrack Open Positions FastTrack Screener Work Requests Account Master Budget Management Purchasing Inventory Requisitions Expense Reimbursement

My Time Off Status Approved is any time off approved but not yet used. Available is calculated by subtracting Approved and Waiting from Remaining.

Views: General Filters: *Skyward School District

Time Off Code	Prior Year Remaining	Allocated	Used	Remaining	Approved	Waiting	Available	Unpaid	Future Amount
LOCAL SICK		53.625 Days	34.2 Days	19.425 Days		1 Days	18.425 Days		
NON-WORK DAYS		66 Days	60.65 Days	5.35 Days			5.35 Days		
ST PERSONAL		83.75 Days	21.0625 Days	62.6875 Days			62.6875 Days		
STATE SICK		19 Days		19 Days			19 Days		

Waiting is any time off requests waiting for approval.

My Time Off Status (896)

Expand a code to review the details.

Time Off Code	Remaining	Allocated	Used	Remaining	Approved	Waiting	Available	Unpaid	Future Amount
LOCAL SICK		53.625 Days	34.2 Days	19.425 Days		1 Days	18.425 Days		

Click the **Add a Time Off Request** link to submit a request from here.

▼ Current Year (Includes all dates)

▼ Pending Requests Add a Time Off Request

Date	Sts	Description/Reason	Allocated	Used	Available	Unpaid	A
E C D 08/16/2012 Thu	W	DEATH - IMMEDIATE FAMILY		1 Days	18.425 Days		

▼ Time Off Transactions (up to today's date) Print Time Off Transactions

Date	Description/Reason	Allocated	Used	Remaining	Unpaid	A
03/28/2012 Wed	SICK - SELF					
03/27/2012 Tue	SICK - SELF					
02/06/2012 Mon	Out of state / DEATH - IMMEDIATE FAMILY					
01/20/2012 Fri	SICK - SELF					
01/19/2012 Thu	Wife to doctor / SICK - IMMEDIATE FAMILY					
12/08/2011 Thu	SICK - SELF					
12/07/2011 Wed	SICK - SELF					
11/15/2011 Tue	SICK - SELF					
11/10/2011 Thu	SICK - SELF					
09/22/2011 Thu	SICK - SELF					
More Time Off Transactions			-1.5 Days	32.125 Days		

For a report of your transactions click the **Print Time Off Transactions** link.

The report goes to the **print queue** where it can be viewed and/or printed.

This concludes the tutorial.

TIME OFF REQUEST

Skyward School District

Home Employee Information **Time Off** FastTrack Open Positions FastTrack Screener Work Requests Account Master Budget Management Purchasing Inventory Requisitions Expense Reimbursement

My Time Off Requests

Click **Employee Access, Time Off**.

Who, What, When, Why?
This option allows the employee to submit Time Off Requests to their supervisor.

My Favorites
No favorites available.

District News
No news to display.

Jump To Other Systems
Employee Access
Financial Management

Recent Programs
Employee Access Home
My Requests
Fiscal Year-to-Date
My Status
Applications By Position
FastTrack Open Positions

Skyward School District

Home Employee Information **Time Off** FastTrack Open Positions FastTrack Screener Work Requests Account Master Budget Management Purchasing Inventory Requisitions Expense Reimbursement

Time Off
My Status
My Requests

Click **My Requests**.

District News
No news to display.

Recent Programs
Employee Access Home
My Requests
Fiscal Year-to-Date
My Status
Applications By Position
FastTrack Open Positions

Skyward School District

Home Employee Information **Time Off** FastTrack Open Positions FastTrack Screener Work Requests Account Master Budget Management Purchasing Inventory Requisitions Expense Reimbursement

My Time Off Requests

The **My Time Off Requests** browse displays.

Views: General Filters: *Skyward Default

Date	Time	Amount	Type	Status	Year	Time Off Code	Reason	Description
03/28/2012 Wed	6:45 am	1 Days	Used	Approved	Current	LOCAL SICK	SICK - SELF	
03/27/2012 Tue	6:45 am	0.2 Days	Used	Approved	Current	LOCAL SICK	SICK - SELF	
03/23/2012					Current	NON-WORK DAYS	FULL DOCK	
02/23/2012 Thu	6:45 am	1.5 Days	Used	Approved	Current	NON-WORK DAYS	FULL DOCK	
02/06/2012 Mon	6:45 am	5 Days	Used	Approved	Current	LOCAL SICK	DEATH - IMMEDIATE FAMILY	Out of state funeral - Mother
01/20/2012 Fri	6:45 am	1 Days	Used	Approved	Current	LOCAL SICK	SICK - SELF	
01/19/2012 Thu	6:45 am	1 Days	Used	Approved	Current	LOCAL SICK	SICK - IMMEDIATE FAMILY	Wife to doctor
12/19/2011 Mon	6:45 am	3 Days	Used	Approved	Current	NON-WORK DAYS	FULL DOCKS	
12/08/2011 Thu	6:45 am	2 Days	Used	Approved	Current	LOCAL SICK	SICK - SELF	
12/07/2011 Wed	6:45 am	0.5 Days	Used	Approved	Current	LOCAL SICK	SICK - SELF	

Click **Add**.

Add

Remaining Time Off is listed for each time off code.

Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
Floating Holiday	16h 00m	12h 00m		4h 00m			
PTO - Paid Time Off	56h 30m	16h 00m		40h 30m			

Time Off Request

* Time Off Code: PTO - Paid Time Off - Hours Hours per Day: 8h 00m

* Reason: Vacation

Description:

Maximum characters: 200, Remaining characters: 200

Type: ☒ Single Day ☐ Date Range

* Start Date: 08/14/2012 Tuesday

Hours: 0 hours 00 minutes

Start Time: 08:00 am

Select additional employees to notify when this request is approved. [Select Employee\(s\):](#)

Save Back

Select the information for the Time Off Request.

Select the Time Off Code and the Reason. A description may be entered but is not required.

Select a Type. If Single Day is selected the Start Date, Hours, and Start Time need to be defined. If Date Range is selected the Start Date, End Date, and Start Time need to be defined.

If notifications should be sent to additional employees click the Select Employees link to choose the employees.

Click Save to submit the request or click Back to close without saving.

Skyward School District

Rick Aceyscr Account Preferences Exit ?

Home Employee Information Time Off FastTrack Open Positions FastTrack Work Account Budget Purchasing Inventory Requisitions Expense Reimbursement

My Time Off Requests

The My Time Off Requests browse displays with the new request.

Views: General Filters: *Skyward Default

Date	Time	Amount	Type	Status	Year	Time Off Code	Reason	Description	A	Edit	Delete	Clone	Attach
08/16/2012 Thu	6:45 am	1 Days	Used	Waiting	Current	LOCAL SICK	SICK - SELF						
03/28/2012 Wed	6:45 am	0.2 Days	Used	Approved	Current	LOCAL SICK	SICK - SELF						
03/27/2012 Tue	6:45 am	1 Days	Used	Approved	Current	NON-WORK DAYS	FULL DOCK						
03/23/2012 Fri	6:45 am	1.5 Days	Used	Approved	Current	NON-WORK DAYS	FULL DOCK						
02/23/2012 Thu	6:45 am	5 Days	Used	Approved	Current	LOCAL SICK	DEATH - IMMEDIATE FAMILY	Out of state funeral - Mother					
01/20/2012 Fri	6:45 am	1 Days	Used	Approved	Current	LOCAL SICK	SICK - SELF						
01/19/2012 Thu	6:45 am	1 Days	Used	Approved	Current	LOCAL SICK	SICK - IMMEDIATE FAMILY	Wife to doctor					
12/19/2011 Mon	6:45 am	3 Days	Used	Approved	Current	NON-WORK DAYS	FULL DOCKS						
12/08/2011 Thu	6:45 am	2 Days	Used	Approved	Current	LOCAL SICK	SICK - SELF						

A request with a status of Waiting can be modified by clicking Edit.

Skyward School District

Rick Aceyscr We value your feedback ?

Home Employee Information Time Off FastTrack Open Positions FastTrack Screener Work Requests Account Master Budget Management Purchasing Inventory Requisitions Expense Reimbursement

My Time Off Requests (549)

Views: General Filters: *Skyward Default

Date	Time	Amount	Type	Status	Year	Time Off Code	Reason	Description	A	Edit	Delete	Clone	Attach
08/16/2012 Thu	6:45 am	1 Days	Used	Waiting	Current	LOCAL SICK	SICK - SELF						
03/28/2012 Wed	6:45 am	0.2 Days	Used	Approved	Current	LOCAL SICK	SICK - SELF						
03/27/2012 Tue	6:45 am	1 Days	Used	Approved	Current	NON-WORK DAYS	FULL DOCK						
02/23/2012 Thu	6:45 am	1.5 Days	Used	Approved	Current	NON-WORK DAYS	FULL DOCK						
02/06/2012 Mon	6:45 am	5 Days	Used	Approved	Current	LOCAL SICK	DEATH - IMMEDIATE FAMILY	Out of state funeral - Mother					
01/20/2012 Fri	6:45 am	1 Days	Used	Approved	Current	LOCAL SICK	SICK - SELF						
01/19/2012 Thu	6:45 am	1 Days	Used	Approved	Current	LOCAL SICK	SICK - IMMEDIATE FAMILY	Wife to doctor					
12/19/2011 Mon	6:45 am	3 Days	Used	Approved	Current	NON-WORK DAYS	FULL DOCKS						
12/08/2011 Thu	6:45 am	2 Days	Used	Approved	Current	LOCAL SICK	SICK - SELF						

You can expand a request to view its details.

Note that you can also Delete, Clone, and add Attachments to a request.

This concludes the tutorial.

SUBMIT TIME SHEET

Skyward School District

Alan Smithscr Account Preferences Exit ?

Home Employee Information Time Off **True Time** FastTrack Open Positions FastTrack Screener Work Requests Account Master Budget Management Purchasing Inventory Requisitions Expense Reimbursement Online Open Enroll

True Time

- Quick Entry
- My History
- Employee Locator
- My Setup
- Data Mining
- Reports

My Time Sheets

- Unsubmitted

Supervisor Access

- My Employees True Time

Submit Time Sheets

Click Employee Access, TrueTime, My Time Sheets, Unsubmitted.

Who, What, When, Why?

Time sheets for the completed pay period can be submitted from the Unsubmitted Time Sheets browse.

Time sheets can also be submitted via a TrueTime reader.

Skyward School District

Alan Smithscr Account Preferences Exit ?

Home Employee Information Time Off **True Time** FastTrack Open Positions FastTrack Screener Work Requests Account Master Budget Management Purchasing Inventory Requisitions Expense Reimbursement Online Open Enroll

My Unsubmitted Time Sheets

Time Sheet Information for ALAN SMITHSCR

	Week Start	Week End	Total Hrs	Status
1	10/21/2012	10/27/2012	1h 15m	Time Sheet Not Submitted
2	09/16/2012	09/22/2012		Time Sheet Not Submitted
3	08/19/2012	08/25/2012	8h 00m	Time Sheet Not Submitted
4	07/22/2012	07/28/2012		Time Sheet Not Submitted
5	06/17/2012	06/23/2012	42h 22m	Time Sheet Not Submitted
6	06/10/2012	06/16/2012		Time Sheet Not Submitted
7	06/03/2012	06/09/2012	24h 00m	Time Sheet Not Submitted

A list of Unsubmitted Time Sheets will display.

Click Submit Time Sheet.

Submit Time Sheet

Time Sheet /23/2012

The Period Summary, Daily Totals, and Adjustments display on the time sheet.

Period Summary

Type	Pay	Note	Hours
TIMEOFF	PTI34 (CUSTODIAN - HOURLY)	VACATION	
WORK	PTI34 (CUSTODIAN - HOURLY)		

Hours Paid: 42h 22m

Click Submit Time Sheet.

Daily Totals

Status	Note	Hours
Monday 06/18/12		

Submit Time Sheet

Time Sheet for ALAN SMITHSCR (XXXX-XX-7878): 06/17/2012 - 06/23/2012

Period Summary

Type	Pay	Note	Hours
TIMEOFF	PTI34 (CUSTODIAN - HOURLY)	VACATION	8h 00m
WORK	PTI34 (CUSTODIAN - HOURLY)		34h 22m

Submit Time Sheet
Request Comp Time

Time Sheet Submission Information - 05.12.10.00.04 - Mozilla Firefox

localhost/scripts/cgiip.exe/WService=wsFLORIDA/httpsreas000.w?isPopup=true

Time Sheet Submission Information

Time Sheet Submission Information

A rule on your timekeeping ruleset requires you to enter a reason when your time sheet is at least 1h 00m more than your scheduled time. Please select the reason why you are submitting a time sheet with 42h 22m.

Hitting the Back Button will cancel the submission of this time sheet.

* Select reason why your time sheet is over hours:

Asterisk (*) d

In this example, the district has added a **Time Sheet Submission Rule** that requires the employee to select a reason if their time sheet is **plus** or **minus** one hour of their **workweek** schedule.

Select a **reason** and click **Save**.

Save
Back

Submit Time Sheet

Time Sheet for ALAN SMITHSCR (XXXX-XX-7878): 06/17/2012 - 06/23/2012

Period Summary

Type	Pay	Note	Hours
TIMEOFF	PTI34 (CUSTODIAN - HOURLY)		
WORK	PTI34 (CUSTODIAN - HOURLY)		

Submit Time Sheet
Request Comp Time

Time Sheet Submission Information - 05.12.10.00.04 - Mozilla Firefox

localhost/scripts/cgiip.exe/WService=wsFLORIDA/httpsreas000.w?isPopup=true

Time Sheet Submission Information

Time Sheet Submission Information

The Time Sheet for 06/17/12 - 06/23/12 has been successfully submitted by ALAN M SMITHSCR on 10/24/2012 at 2:20 PM.

The Time Sheet is currently Waiting for the Approval of DAVE ILKKA.

The system will display a message indicating the time sheet has been **successfully submitted**.

Click **Back**.

This concludes the tutorial.

Back

RESUBMIT DENIED TIME SHEET

Skyward School District

Alan Smithscr Account Preferences Exit ?

Home Employee Information Time Off **True Time** FastTrack Open Positions FastTrack Screener Work Requests Account Master Budget Management Purchasing Inventory Requisitions Expense Reimbursement Online Open Enrollment

True Time

- Quick Entry
- My History
- Employee Locator
- My Setup
- Data Mining
- Reports

My Time Sheets

- Unsubmitted

Supervisor Access

- My Employees True Time

Re-Submit a Time Sheet

Click Employee Access, TrueTime, My Time Sheets, Unsubmitted.

Who, What, When, Why?

Time sheets that have been denied will need to be re-submitted for supervisor approval.

Employee Profile Financial Management Vendor Profile Approve Requisitions District News Lunch Menu School Lunch Menu Recent Programs Employee Access Home

Skyward School District

Alan Smithscr Account Preferences Exit ?

Home Employee Information Time Off True Time FastTrack Open Positions FastTrack Screener Work Requests Account Master Budget Management Purchasing Inventory Requisitions Expense Reimbursement Online Open Enrollment

My Unsubmitted Time Sheets

Time Sheet Information for ALAN SMITHSCR

	Week Start	Week End	Total Hrs	Status
1	10/21/2012	10/27/2012	1h 15m	Time Sheet Not Submitted
2	09/16/2012	09/22/2012		Time Sheet Not Submitted
3	08/19/2012	08/25/2012	8h 00m	Time Sheet Not Submitted
4	07/22/2012	07/28/2012		Time Sheet Not Submitted
5	06/17/2012	06/23/2012	42h 22m	Denied
6	05/14/2012	05/14/2012		Time Sheet Not Submitted
7				Time Sheet Not Submitted
8				Time Sheet Not Submitted
9	05/07/2012	05/07/2012	10h 30m	Time Sheet Not Submitted
10	04/15/2012	04/21/2012	43h 11m	Time Sheet Not Submitted

Time sheets that have been denied will display with a **Denied** status in the **My Unsubmitted Time Sheets** browse.

To see why the time sheet was **denied** or to **modify** the time sheet, highlight the time sheet and click the down arrow.

Filter Options View Time Sheet Submit Time Sheet

Skyward School District

Alan Smithscr Account Preferences Exit ?

Home Employee Information Time Off True Time FastTrack Open Positions FastTrack Screener Work Requests Account Master Budget Management Purchasing Inventory Requisitions Expense Reimbursement Online Open Enrollment

My Unsubmitted Time Sheets

Time Sheet Information for ALAN SMITHSCR

Week Start	Week End	Total Hrs	Status
		22m	00m
		22m	

Time Sheet Detail

Day	Total Hours	254 Cust I	Hours Paid
06/18/2012 Mon	8h 27m	8h 27m	8h 27m
06/19/2012 Tue	8h 28m	8h 28m	8h 28m
06/20/2012 Wed	8h 59m	8h 59m	8h 59m
06/21/2012 Thu	8h 28m	8h 28m	8h 28m
06/22/2012 Fri	8h 00m		
Total			
* Total Time Off (0h 00m)			

Under the Time Sheet History tab, the system will display the **Name, Date, Time, and Note** as to why the time sheet was denied.

Time Sheet History

Status	Name	Date	Time	Note
Denied	ILKKA, DAVE	10/24/2012	3:22 PM	Denied, punch out time on Thursday needs to be corrected.
Submitted	SMITHSCR, ALAN M	10/24/2012	2:20 PM	Approved by Supervisor

Filter Options View Time Sheet Submit Time Sheet

Skyward School District

Alan Smithscr Account Preferences Exit ?

Home Employee Information Time Off True Time FastTrack Open Positions FastTrack Screener Work Requests Account Master Budget Management Purchasing Inventory Requisitions Expense Reimbursement Online Open Enroll

My Unsubmitted Time Sheets

Time Sheet Information for ALAN SMITHSCR

Week Start Week End Total Hrs Status

Workweek Totals

Workday	Start Time	End Time	Lunch	Break	Hours Worked	Paid Hours Off	Unpaid Hours Off	Total Hours	Scheduled Hours	Difference
06/17/2012 Sun										
06/18/2012 Mon	7:00 AM	3:27 PM			8h 27m			8h 27m	4h 00m	4h 27m
06/19/2012 Tue	7:00 AM	3:28 PM			8h 28m			8h 28m		8h 28m
06/20/2012 Wed	7:01 AM	4:00 PM			8h 59m			8h 59m		8h 59m
06/21/2012 Thu	7:00 AM	3:28 PM			8h 28m			8h 28m		8h 28m
06/22/2012 Fri								8h 00m		8h 00m
06/23/2012 Sat						8h 00m		42h 22m	4h 00m	38h 22m

The Workweek Totals tab will show the Daily Transactions.

To modify the times for an individual day, click the Date link (i.e. 06/20/2012).

Filter Options View Time Sheet Submit Time Sheet

True Time Quick Entry

Totals

Wed 06/20/12 Total: 8h 59m

Scheduled Hours:

Lunch Total:

Break Total:

Weekly Total: 42h 22m

<Prev Day Wed 06/20/2012 Next Day> Current Day View/Submit Time Sheets

Transactions for Wednesday 06/20/2012 - ALAN M SMITHSCR

Status	Start Time	End Time	Duration	Pay Code
IN	7:01 AM (7:01)	4:00 PM (4:00)	8h 59m	PTI34

If the Timekeeping Rule allows, employees will be able to Edit, Add, or Delete transactions.

Edit the Existing Times Add a Missing Record Delete Close

Skyward School District

Alan Smithscr Account Preferences Exit ?

Home Employee Information Time Off True Time FastTrack Open Positions FastTrack Screener Work Requests Account Master Budget Management Purchasing Inventory Requisitions Expense Reimbursement Online Open Enroll

My Unsubmitted Time Sheets

Time Sheet Information for ALAN SMITHSCR

	Week Start	Week End	Total Hrs	Status
1	10/21/2012	10/27/2012	1h 15m	Time Sheet Not Submitted
2	09/16/2012	09/22/2012		Time Sheet Not Submitted
3	08/19/2012	08/25/2012	8h 00m	Time Sheet Not Submitted
4	07/22/2012	07/28/2012		Time Sheet Not Submitted
5	06/17/2012	06/23/2012	42h 22m	Denied
6	06/10/2012	06/16/2012		Time Sheet Not Submitted
7	06/03/2012	06/09/2012	24h 00m	Time Sheet Not Submitted
8	05/13/2012	05/19/2012	13h 45m	Time Sheet Not Submitted

After reviewing/modifying the time sheet, click the Submit Time Sheet button.

Filter Options View Time Sheet Submit Time Sheet

Submit Time Sheet

Time Sheet for 12

Period Summary

Type	Pay	Note	Hours
TIMEOFF	PTI34 (CUSTODIAN - HOURLY)	VACATION	
WORK	PTI34 (CUSTODIAN - HOURLY)		
Total Hours:			42h 22m
Hours Paid:			42h 22m

Submit Time Sheet
Request Comp Time
Print
Back

Click Submit Time Sheet.

Daily Totals

Status	Note	Hours
Monday 06/18/12		

Submit Time Sheet

Time Sheet for ALAN SMITHSCR (XXXX-XX-7878): 06/17/2012 - 06/23/2012

Period Summary

Type	Pay	Note	Hours
TIMEOFF	PTI34 (CUSTODIAN - HOURLY)	VACATION	8h 00m
WORK	PTI34 (CUSTODIAN - HOURLY)		34h 22m

Submit Time Sheet
Request Comp Time

Daily Totals

Monday
Tuesday
Wednesday
Thursday

Time Sheet Submission Information - 05.12.10.00.04 - Mozilla Firefox

localhost/scripts/cgiip.exe/WService=wsFLORIDA/httpsreas000.w?isPopup=true

Time Sheet Submission Information

Time Sheet Submission Information

A rule on your timekeeping ruleset requires you to enter a reason when your time sheet is at least 1h 00m more than your scheduled time. Please select the reason why you are submitting a time sheet with 42h 22m.

Hitting the Back Button will cancel the submission of this time sheet.

* Select reason why your time sheet is over hours: Approved by Supervisor

In this example, the district has added a Time Sheet Submission Rule that requires the employee to select a reason if their time sheet is plus or minus one hour of their workweek schedule.

Select a reason and click Save.

Save
Back

Submit Time Sheet

Time Sheet for ALAN SMITHSCR (XXXX-XX-7878): 06/17/2012 - 06/23/2012

Period Summary

Type	Pay	Note	Hours
TIMEOFF	PTI34 (CUSTODIAN - HOURLY)	VACATION	8h 00m
WORK	PTI34 (CUSTODIAN - HOURLY)		34h 22m

Submit Time Sheet
Request

Daily Totals

Monday
Tuesday

Time Sheet Submission Information - 05.12.10.00.04 -

localhost/scripts/cgiip.exe/WService=wsFLORIDA/httpsreas000.w?isPopup=true

Time Sheet Submission Information

Time Sheet Submission Information

The Time Sheet for 06/17/12 - 06/23/12 has been successfully submitted by ALAN M SMITHSCR on 10/24/2012 at 2:20 PM.

The Time Sheet is currently Waiting for the Approval of DAVE ILKKA.

The system will display a message indicating the time sheet has been successfully submitted.

Click Back.

This concludes the tutorial.

Back

VIEW PAY STUB

SANTA FE ISD

Under Employee Access, click Employee Information and Check History
 ** This section also allows viewing of Direct Deposit, W-2, W-4 and 1095-C information.

The screenshot shows the Skyward Employee Access interface. The 'Employee Information' and 'Payroll' sections are expanded. The 'Payroll' section includes 'Check History', 'Calendar Year-to-Date', 'Fiscal Year-to-Date', 'Direct Deposit Information', 'W2 Information', 'W4 Information', and '1095 Forms'. A red arrow points to 'Check History'. On the right, the 'Employee Access' menu is visible, with a red arrow pointing to it.

SANTA FE ISD

Highlight the check to view and click Show Check

Check History

Views: Check Date Seq - Check Detail Information Filters: *Skyward Default

Check Date	Check Number	Gross Wages	Net Amount	C T
03/24/2017	900165833			R
03/10/2017	900165109			R
02/24/2017	900164387			R
02/10/2017	900162655			R

Buttons: Show Check, Show Check with YTD Amts, Timesheet Detail

The screenshot shows the Skyward Check History page. The first row of the table is highlighted. A red arrow points to the 'Show Check' button. The table has columns for Check Date, Check Number, Gross Wages, Net Amount, and C T. The first row shows a check dated 03/24/2017 with check number 900165833.

APPROVER REFERENCES

TIME OFF APPROVAL

Skyward School District

Carroll Allgeierscr

Print this tutorial

Home Employee Information **Time Off** True Time FastTrack Open Positions FastTrack Screener Work Requests Account Master Purchasing Inventory Requisitions Expense Reimbursement

Time Off

- My Status
- My Requests
- My Approvals
- My Employees

My Approvals

Who, What, When, Why?

This option allows supervisors to approve or deny Time Off Requests submitted by their employees, as defined by the Organization Chart configured for Time Off Requests.

District News

It's almost Jamie's Birthday
Happy Birthday!

Recent Programs

- Employee Access Home
- My Approvals
- My Employees
- Unsubmitted
- Unapproved
- Personal Information
- Check History
- My Requests

Skyward School District

Carroll Allgeierscr Account Preferences Exit ?

Home Employee Information **Time Off** True Time FastTrack Open Positions FastTrack Screener Work Requests Account Master Purchasing Inventory Requisitions Expense Reimbursement

My Approvals (275)

Number of Time Off Requests set to Approve: 0
Number of Time Off Requests set to Deny: 0

Views: Waiting for Approval (sorted by date)
Filters: *Requests Waiting for Approval (sorted by date)

Date	Name	Approve	Deny	Notes	Requested	Type	Fut	Before Approved	After Approved	Time Off Code	Reason
08/22/2012 Wed	Issac E Juntunenscr	☐	☐	No	0.5 Days	Used		29 Days	28.5 Days	LOCAL SICK	SICK - SELF
08/23/2012 Thu	Issac E Juntunenscr	☐	☐	No	0.5 Days	Used		28.5 Days	28 Days	LOCAL SICK	SICK - SELF

All requests **waiting for action** by the supervisor display.

The supervisor must select either **Approve** or **Deny** for each transaction.

Submit Approvals and Denials

Attach

Select All -All Emps-

Select All -One Emp-

Quick Select

Unselect All

Requests Awaiting Lower Level Approval

Calendar

Skyward School District Carroll Allgeierscr Account Preferences Exit ?

Home Employee Information **Time Off** True Time FastTrack Open Positions FastTrack Screener Work Requests Account Master Purchasing Inventory Requisitions Expense Reimbursement

My Approvals (275) [Icons] Favorites New Window My Print Queue

Number of Time Off Requests set to Approve: 0
Number of Time Off Requests set to Deny: 0 [Submit Approvals and Denials](#)

Views: Waiting for Approval (sorted by date)
Filters: *Requests Waiting for Approval (sorted by date)

The supervisor can expand a request to review detailed information regarding the request.

Date	Name	Approve	Deny	Notes	Requested	Type	Fut	Before Approved	After Approved	Time Off Code	Reason
07/22/2012 Wed	Issac E Juntunenscr	☐	☐	No	0.5 Days	Used		29 Days	28.5 Days	LOCAL SICK	SICK - SELF
08/23/2012 Thu	Issac E Juntunenscr	☒	☐	No	0.5 Days	Used		28.5 Days	28 Days	LOCAL SICK	SICK - SELF

Expand All Collapse All Modify Details (displaying 5 of 5) View Printable Details

Time Off Status
Request Details
Request Approval History
Remaining Time Off

The Other Employees with Time Off on this Day node allows the supervisor to review if there are other requests for the same day.

Other Employees with Time Off on this day

Name	Days/Hours	Group	Time Off Code	Date Entered
Kenyatta W Lesesnesr	8h 00m	State leave	ST PERSONAL	08/20/2012

[Attach](#)
[Select All - All Emps-](#)
[Select All - One Emp-](#)
[Quick Select](#)
[Unselect All](#)
[Requests Awaiting Lower Level Approval](#)
[Calendar](#)

Skyward School District Carroll Allgeierscr Account Preferences Exit ?

Home Employee Information **Time Off** True Time FastTrack Open Positions FastTrack Screener Work Requests Account Master Purchasing Inventory Requisitions Expense Reimbursement

My Approvals (275) [Icons] Favorites New Window My Print Queue

Number of Time Off Requests set to Approve: 0
Number of Time Off Requests set to Deny: 0 [Submit Approvals and Denials](#)

Views: Waiting for Approval (sorted by date)
Filters: *Requests Waiting for Approval (sorted by date)

Date	Name	Approve	Deny	Notes	Requested	Type	Fut	Before Approved	After Approved	Time Off Code	Reason
08/22/2012 Wed	Issac E Juntunenscr	☐	☐	No	0.5 Days	Used		29 Days	28.5 Days	LOCAL SICK	SICK - SELF
08/23/2012 Thu	Issac E Juntunenscr	☒	☐	No	0.5 Days	Used					

Click Select All - All Employees to mass approve all requests, including those not currently listed in the browse.

Click Select All - One Employee to mass approve all requests for the highlighted employee.

Click Unselect All to remove approval from all requests.

[Attach](#)
[Select All - All Emps-](#)
[Select All - One Emp-](#)
[Quick Select](#)
[Unselect All](#)
[Requests Awaiting Lower Level Approval](#)
[Calendar](#)

Skyward School District

Carroll Allgeierscr Account Preferences Exit ?

Home Employee Information Time Off True Time FastTrack Open Positions Expense Reimbursement

My Approvals (275)

Number of Time Off Requests set to Approve: 2
Number of Time Off Requests set to Deny: 0

Views: Waiting for Approval (sorted by date)
Filters: *Requests Waiting for Approval (sorted by date)

Click **Submit Approvals and Denials** to move the Time Off Request to the next level.

Date	Name	Approve	Deny	Notes	Requested	Type	Fut	Before Approved	After Approved	Time Off Code	Reason
08/22/2012 Wed	Issac E Juntunenscr	☒	☐	No	0.5 Days	Used		29 Days	28.5 Days	LOCAL SICK	SICK - SELF
08/23/2012 Thu	Issac E Juntunenscr	☒	☐	No	0.5 Days	Used		28.5 Days	28 Days	LOCAL SICK	SICK - SELF

Submit Approvals and Denials

Attach

Select All -All Emps-

Select All -One Emp-

Quick Select

Unselect All

Requests Awaiting Lower Level Approval

Skyward School District

Carroll Allgeierscr Account Preferences Exit ?

Home Employee Information Time Off True Time FastTrack Open Positions FastTrack Screener Work Requests Account Master Purchasing Inventory Requisitions Expense Reimbursement

My Approvals (275)

Number of Time Off Requests set to Approve: 2
Number of Time Off Requests set to Deny: 0

Views: Waiting for Approval (sorted by date)
Filters: *Requests Waiting for Approval (sorted by date)

Click **OK** to confirm the submission.

Date	Name	Approve	Deny	Notes	Requested	Type	Fut	Before Approved	After Approved	Time Off Code	Reason
08/22/2012 Wed	Issac E Juntunenscr	☒	☐	No	0.5 Days	Used		29 Days	28.5 Days	LOCAL SICK	SICK - SELF
08/23/2012 Thu	Issac E Juntunenscr	☒	☐	No	0.5 Days	Used		28.5 Days	28 Days	LOCAL SICK	SICK - SELF

Submit Approvals and Denials

Attach

Select All -All Emps-

Select All -One Emp-

Quick Select

Unselect All

Requests Awaiting Lower Level Approval

Calendar

Message from webpage

Are you sure you want to approve/deny the selected Time Off Requests?

OK Cancel

Skyward School District

Carroll Allgeierscr Account Preferences Exit ?

Home Employee Information **Time Off** True Time FastTrack Open Positions FastTrack Screener Work Requests Account Master Purchasing Inventory Requisitions Expense Reimbursement

My Approvals (1020)

Number of Time Off Requests set to Approve: 0
Number of Time Off Requests set to Deny: 0

Views: Waiting for Approval (sorted by date)
Filters: *Requests Waiting for Approval (sorted by date)

Date	Name	Approve	Deny	Notes	Requested	Type	Fut	Before Approved	After Approved	Time Off Code	Reason
There are no records to display; check your filter settings.											

All approved/denied requests have been moved to the next level, and are removed from this browse.

Submit Approvals and Denials

Select All -All Emps-
Select All -One Emp-
Quick Select
Unselect All
Requests Awaiting Lower Level Approval

Skyward School District

Carroll Allgeierscr Account Preferences Exit ?

Home Employee Information **Time Off** True Time FastTrack Open Positions FastTrack Screener Work Requests Account Master Purchasing Inventory Requisitions Expense Reimbursement

My Approvals (1020)

Number of Time Off Requests set to Approve: 0
Number of Time Off Requests set to Deny: 0

Views: Waiting for Approval (sorted by date)
Filters: Waiting for Approval (sorted by date)

Date	Name	Approve	Deny	Notes	Requested	Type	Fut	Before Approved	After Approved	Time Off Code	Reason
There are no records to display; check your filter settings.											

Use the Filter Options to change the Time Off Requests that display.
This concludes the tutorial.

Waiting for Approval (sorted by date)
Waiting for Approval (sorted by name)
Approved Requests after Today (sorted by date)
Denied Requests after Today (sorted by date)
All Waiting plus Approved and Denied after Today (sorted by date)
All Waiting plus Approved and Denied after Today (sorted by name)
All Requests (sorted by date)
All Requests (sorted by name)

Submit Approvals and Denials

Select All -All Emps-
Select All -One Emp-
Quick Select
Unselect All
Requests Awaiting Lower Level Approval

Skyward School District

Carroll Algeierscr Account Preferences Exit ?

Print this tutorial

Home Employee Information **Time Off** True Time FastTrack Open Positions FastTrack Screener Work Requests Account Master Purchasing Inventory Requisitions Expense Reimbursement

Time Off

- My Status
- My Requests
- My Approvals
- My Employees

My Employees Time Off

Who, What, When, Why?
This option allows the supervisor to review Time Off Requests by time off code for all of their employees.

Recent Programs

- Employee Access Home
- My Approvals
- My Employees
- Unsubmitted
- Unapproved
- Personal Information
- Check History
- My Requests

District News

It's almost Jamie's Birthday
Happy Birthday!

157

Skyward School District

Carroll Allgeiers Account Preferences Exit ?

Home Employee Information **Time Off** True Time FastTrack Open Positions FastTrack Screener Work Requests Account Master Purchasing Inventory Requisitions Expense Reimbursement

My Employees Time Off (5240)

Views: My Employees Time Off Filters: *Only Show Employees That Report Directly to Me

Last Name	First	M	Time Off Code
Juntunenscr	Issac	E	LOCAL SICK
Juntunenscr	Issac	E	NON-WORK DAYS
Juntunenscr	Issac	E	ST PERSONAL

Time Off Requests - 05.12.06.00.12 - Windows Internet Explorer

Time Off Requests (158)

Views: General Filters: *Skyward Default

Date	Time	Amount	Type	Status	Year	Time Off Code	Reason	Description
09/23/2012 Thu	8:00 am	0.5 Days	Used	Approved	Current	LOCAL SICK	SICK - SELF	Doctor appointment
09/22/2012 Wed	1:00 pm	0.5 Days	Used	Approved	Current	LOCAL SICK	SICK - SELF	Lab appointment
01/20/2012 Fri	8:00 am	1 Days	Used	Approved	Current	NON-WORK DAYS	NON-WORK DAY USED	I would like to use one of my
10/03/2011 Mon	8:00 am	0.5 Days	Used	Approved	Current	NO		
09/27/2011 Tue	8:00 am	0.5 Days	Used	Approved	Current	NO		
09/26/2011 Mon	8:00 am	1 Days	Used	Approved	Current	NO		
09/08/2011 Thu	8:00 am	2 Days	Used	Approved	Current	LOCAL SICK	SICK - SELF	
08/24/2011 Wed	8:00 am	0.5 Days	Used	Approved	Current	LOCAL SICK	SICK - SELF	
06/27/2011 Mon	8:00 am	4 Days	Used	Approved	Current	NON-WORK DAYS	NON-WORK DAY USED	
06/13/2011 Mon	8:00 am	4 Days	Used	Approved	Current	NON-WORK DAYS	NON-WORK DAY USED	School trip to DC and NY

Time Off Status displays a summary of all time off codes for the selected employee.

Time Off Requests displays individual transactions for the selected employee as shown here.

Employee Information displays the selected employee's Employee Access information.

Select Time Off Request

Time Off Requests

Views: General Filters: *Skyward Default

Date	Time	Amount	Type	Status	Year	Time Off Code	Reason	Description	A	SN
04/24/2017 Mon	8:00 am	1 Days	Used	Approved	Current	State Personal Leave	Personal Leave			Y
04/12/2017 Wed	8:00 am	2 Days	Used	Approved	Current	School Business	Professional Development			
03/27/2017 Mon	8:00 am	1 Days	Used	Approved	Current	Local Sick Leave	Personal Illness			
03/20/2017 Mon	12:00 am	0.5 Days	Used	Approved	Current	Local Sick Leave	Family Illness			
02/10/2017 Fri	8:00 am	1 Days	Used	Approved	Current	State Personal Leave	Personal Leave			Y
02/09/2017 Thu	8:00 am	1 Days	Used	Approved	Current	Local Sick Leave	Personal Illness			Y
01/12/2017 Thu	8:00 am	1 Days	Used	Approved	Current	Local Sick Leave	Personal Illness			Y
12/12/2016 Mon	8:00 am	0.5 Days	Used	Approved	Current	State Personal Leave	Personal Leave	PPR Exam Half Day, 8-12		Y
10/07/2016 Fri	8:00 am	1 Days	Used	Approved	Current	School Business	Professional Development	CPI Training at Admin		Y
09/30/2016 Fri	8:00 am	1 Days	Used	Approved	Current	State Personal Leave	Personal Leave			
09/29/2016 Thu	8:00 am	1 Days	Used	Approved	Current	State Personal Leave	Personal Leave			
09/15/2016 Thu	8:00 am	1 Days	Used	Approved	Current	Local Sick Leave	Personal Illness	Added by VANESSA WAIN		

Click Add

Add Edit Delete Clone Attach Back

Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
Local Sick Leave	0.5 Days			0.5 Days			
School Business	-3 Days			-3 Days			
State Personal Leave	1.5 Days	1 Days		0.5 Days			
State Sick Leave	0 Days			0 Days			
Unpaid Leave	0 Days			0 Days			

Time Off Request

Submit To: NENA LEE ROBINSON for approval

* Time Off Code: Local Sick Leave - Days Hours per Day: 8h 00m

* Reason: Personal Illness

Description: Added by VANESSA WAINWRIGHT 04/21/2017

Maximum characters: 200, Remaining characters: 162

* Start Date: 04/21/2017 Friday

Days: 0.0000

Start Time: 08:00 AM

☐ Sub Needed

Fill in the correct information and click save.

Save Back

Asterisk (*) denotes a required field

UNSUBMITTED TIME SHEETS

Skyward School District

Alan Smithscr Account Preferences Exit ?

Home Employee Information Time Off **True Time** FastTrack Open Positions FastTrack Screener Work Requests Account Master Budget Management Purchasing Inventory Requisitions Expense Reimbursement Online Open Enrollment

True Time

- Quick Entry
- My History
- Employee Locator
- My Setup
- Data Mining
- Reports

My Time Sheets

- Unsubmitted
- History

Supervisor Access

- My Employees True Time
- My Employees Totals by Status
- My Employees Weekly Averages
- Schedule Tracker

My Employees Time Sheets

- Unsubmitted
- Approved
- History

Recent Programs

- Employee Access Home
- History
- Human Resources Home
- WH
- Configuration

My Employees Time Sheets - Unsubmitted

Navigate to **Employee Access, TrueTime, My Employees Time Sheets, Unsubmitted.**

Who, What, When, Why?

Supervisors (as identified by the TrueTime Org Chart) will have access to review their employees' Unsubmitted Timesheets.

Skyward School District

Alan Smithscr Account Preferences Exit ?

Home Employee Information Time Off **True Time** FastTrack Open Positions FastTrack Screener Work Requests Account Master Budget Management Purchasing Inventory Requisitions Expense Reimbursement Online Open Enrollment

My Employees Unsubmitted Time Sheets

Views: My Employees Unsubmitted Time Sheets - By Name

Filters: My Employees Unsubmitted Time Sheets - By Name

My Employees Unsubmitted Time Sheets - By Org Chart

Last Name	First	Middle	SSN	Current	Previous	Previous	Previous	Previous	Previous Week 5	Pay Code
1	ALLENSWORTHSCR	LULA	K							03
2	MILLERSCR	ERIK								PT607

A list of the supervisor's employees will display.

Click the **Views** button to select to view the employees **By Name** or **By Org Chart**.

View All Unsubmitted Time Sheets for Selected Employee

Skyward School District

Alan Smithscr Account Preferences Exit ?

Home Employee Information Time Off True Time FastTrack Open Positions FastTrack Screener Work Requests Account Master Budget Management Purchasing Inventory Requisitions Expense Reimbursement Online Open Enrollment

My Employees Unsubmitted Time Sheets

Views: My Employees Unsubmitted Time Sheets - By Name

Filters: *Show All Employees Under Me

Last Name	First	Middle	SSN	Current Week	Previous Week 1	Previous Week 2	Previous Week 3	Previous Week 4	Previous Week 5	Pay Code
1	ALLENWORTHSCR	LULA	K	0758	Y					03
Expand All Collapse All View Printable Details Unsubmitted Time Sheets View All Unsubmitted Time Sheets Week 10/14/12 - 10/20/12 Total Hours 18h 45m View/Submit Timesheet										
2	MILLERSCR	ERIK								PT607

Expand an employee record for a list of recently unsubmitted time sheets for the employee.

Click the **View/Submit Timesheet** link to review or submit a time sheet on behalf of your employee.

Skyward School District

Alan Smithscr Account Preferences Exit ?

Home Employee Information Time Off True Time FastTrack Open Positions FastTrack Screener Work Requests Account Master Budget Management Purchasing Inventory Requisitions Expense Reimbursement Online Open Enrollment

My Employees Unsubmitted Time Sheets

Views: My Employees Unsubmitted Time Sheets - By Name

Filters: *Show All Employees Under Me

Last Name	First	Middle	SSN	Current Week	Previous Week 1	Previous Week 2	Previous Week 3	Previous Week 4	Previous Week 5	Pay Code
1	ALLENWORTHSCR	LULA	K	0758	Y					03
2	MILLERSCR	ERIK								

Click the **View All Unsubmitted Time Sheets for Selected Employee** button.

My Employees Unsubmitted Time Sheets - 05/12/10 00:04 - Mozilla Firefox

View Unsubmitted Time Sheets

localhost/scripts/cgiip.e

A browse of all of the employee's Unsubmitted Time Sheets will display.

We value your feedback

View Unsubmitted Time Sheets

Time Sheet Information for LULA ALLENWORTHSCR

	Week Start	Week End	Total Hrs	Status
1	10/14/2012	10/20/2012	18h 45m	Time Sheet Not Submitted
2	01/01/2012	01/07/2012	7h 30m	Time Sheet Not Submitted
3	12/18/2011	12/24/2011		Time Sheet Not Submitted
4	11/20/2011	11/26/2011	7h 30m	Time Sheet Not Submitted
5	09/04/2011	09/10/2011	7h 30m	Time Sheet Not Submitted
6	03/22/2009	03/28/2009		Time Sheet Not Submitted
7	03/15/2009	03/21/2009		Time Sheet Not Submitted
8	04/27/2008	05/03/2008		Time Sheet Not Submitted
9	04/20/2008	04/26/2008		Time Sheet Not Submitted
10	01/13/2008	01/19/2008		Time Sheet Not Submitted
11	10/07/2007	10/13/2007		Time Sheet Not Submitted
12	09/30/2007	10/06/2007		Time Sheet Not Submitted
13	05/20/2007	05/26/2007		Time Sheet Not Submitted
14	04/29/2007	05/05/2007		Time Sheet Not Submitted
15	03/04/2007	03/10/2007		Time Sheet Not Submitted
16	09/03/2006	09/09/2006		Time Sheet Not Submitted
17	05/07/2006	05/13/2006		Time Sheet Not Submitted

Click the **View Time Sheet** button to review the highlighted time sheet.

Click the **Submit Time Sheet** button to submit a time sheet for your employee.

This concludes the tutorial.

Filter Options

View Time Sheet

Submit Time Sheet

Close

REVIEWING UNAPPROVED TIME SHEET

Reviewing Unapproved Time Sheets

Navigate to Employee Access, TrueTime, My Employees Time Sheets, Unapproved.

Who, What, When, Why?

Supervisors (as identified by the TrueTime Org Chart) will have access to review their employees' Unapproved Time Sheets.

My Employees Unapproved Timesheets

Views: Unapproved Time Sheets - By Name Filters: *Status - All Unapproved

Last Name	First	Middle	SSN	Week Start	Week End	Status	Level	Org Chart Level	By	
1	ALLENSWORTHSCR	LULA	K	0758	10/21/2012	10/27/2012	WFM	3	3-7-3	0
2	MILLERSCR	ERIK		9898	10/21/2012	10/27/2012	WFM	3	3-7-2	0
3	MILLERSCR	ERIK		9898	10/14/2012	10/20/2012	WFM	3	3-7-2	0

A list of the supervisor's employees with unapproved time sheets will display.

My Employees Unapproved Timesheets

Views: Unapproved Time Sheets - By Name Filters: *Status - All Unapproved

Last Name	SSN	Week Start	Week End	Status	Level	Org Chart Level	By
1	0758	10/21/2012	10/27/2012	WFM	3	3-7-3	0
2	9898	10/21/2012	10/27/2012	WFM	3	3-7-2	0
3	9898	10/14/2012	10/20/2012	WFM	3	3-7-2	0

Click the **Views** button to select to view different information based on Name or Org Chart.

Also, the views can be modified to display information such as the **Workweek Totals**, **Time Sheet History**, or **Adjustments**.

Skyward School District

Alan Smithscr Account Preferences Exit ?

Home Employee Information Time Off True Time FastTrack Open Positions FastTrack Screener Work Requests Account Master Budget Management Purchasing Inventory Requisitions Expense Reimbursement Online Open Enroll

My Employees Unapproved Timesheets

Views: Time Sheet Detail - By Name Filters: *Status - All Unapproved

Click the Filters button to show statuses such as:

- All Unapproved
- Waiting for Higher Approval
- Waiting for Lower Approval
- Waiting for My Approval

Last Name	First	Middle	Status	Week Start	Week End	WFM	Total Hrs	Hrs Paid	Overtime	Paid
ALLENSWORTHSCR	LULA	K	0758	10/21/2012	10/27/2012	WFM	44h 00m	44h 00m	4h 00m	
MILLERSCR						WFM	36h 49m	36h 49m		
MILLERSCR						WFM	45h 32m	45h 32m	5h 32m	

View/ Approve/ Deny Individual Time Sheet

Mass Approve Time Sheets Waiting For My Approval

Mass Print Time Sheets

Time Sheet Colors

Skyward School District

Alan Smithscr Account Preferences Exit ?

Home Employee Information Time Off True Time FastTrack Open Positions FastTrack Screener Work Requests Account Master Budget Management Purchasing Inventory Requisitions Expense Reimbursement Online Open Enroll

My Employees Unapproved Timesheets

Views: Time Sheet Detail - By Name Filters: *Status - All Unapproved

Expand the employee record to view the details for Time Sheet Information, Workweek Totals, Time Sheet Detail, Time Sheet History, and Adjustments.

Expand All Collapse All Modify Details (displaying 5 of 5) View Printable Details

Time Sheet Information

Week Start: 10/21/2012
 Week End: 10/27/2012
 Status: Waiting for approval from ALAN M SMITHSCR
 Total Hours: 44h 00m
 Hours Paid: 44h 00m
 Overtime: 4h 00m
 Paid Hours Off:
 Unpaid Hours Off:
 Note: Approved by Supervisor

Workweek Totals

Workday	Start Time	End Time	Lunch	Break	Hours Worked	Paid Hours Off	Unpaid Hours Off	Total Hours
10/21/2012 Sun								
10/22/2012 Mon	8:00 AM	5:00 PM			9h 00m			9h 00m
10/23/2012 Tue	7:30 AM	4:30 PM			9h 00m			9h 00m
10/24/2012 Wed	8:00 AM	5:00 PM			9h 00m			9h 00m
10/25/2012 Thu	8:00 AM	5:00 PM	1h 00m		8h 00m			8h 00m
10/26/2012 Fri	8:00 AM	5:00 PM			9h 00m			9h 00m
10/27/2012 Sat								

View/ Approve/ Deny Individual Time Sheet

Mass Approve Time Sheets Waiting For My Approval

Mass Print Time Sheets

Time Sheet Colors

Skyward School District Alan Smithscr Account Preferences Exit ?

Home Employee Information Time Off **True Time** FastTrack Open Positions FastTrack Screener Work Requests Account Master Budget Management Purchasing Inventory Requisitions Expense Reimbursement Online Open Enrollment

My Employees Unapproved Timesheets Task Manager Favorites New Window My Print Queue

Views: Time Sheet Detail - By Name Filters: *Status - WFM (Waiting for My Approval) Refresh

Last Name	First	Middle	SSN	Week Start	Week End	Status*	Total Hrs	Hrs Paid	Overtime	Pc
1	ALLENSWORTHSCR	LULA	K	0758	10/21/2012	10/27/2012	WFM	44h 00m	44h 00m	4h 00m

Expand All Collapse All Modify Details (displaying 5 of 5) View Printable Details

Time Sheet Information

Week Start: 10/21/2012
 Week End: 10/27/2012
 Status: Waiting for approval from ALAN M SMITHSCR
 Total Hours: 44h 00m
 Hours Paid: 44h 00m
 Overtime: 4h 00m
 Paid Hours Off:
 Unpaid Hours Off:
 Note: Approved by Supervisor

Workweek Totals

Break	Hours Worked	Paid Hours Off	Unpaid Hours Off	Total Hours
10/21/2012 Mon	8:00 AM - 5:00 PM			9h 00m
10/23/2012 Tue	7:30 AM - 4:30 PM			9h 00m
10/24/2012 Wed	8:00 AM - 5:00 PM			9h 00m
10/25/2012 Thu	8:00 AM - 5:00 PM	1h 00m		8h 00m
10/26/2012 Fri	8:00 AM - 5:00 PM			9h 00m
10/27/2012 Sat				

20 3 records displayed Last Name: ABC

To view or modify individual day transactions, click the date in the Workweek Totals area.

Skyward School District Alan Smithscr Account Preferences Exit ?

Home Employee Information Time Off **True Time** FastTrack Open Positions FastTrack Screener Work Requests Account Master Budget Management Purchasing Inventory Requisitions Expense Reimbursement Online Open Enrollment

My Employees Unapproved Timesheets Task Manager Favorites New Window My Print Queue

Views: Time Sheet Detail - By Name Filters: *Status - All Unapproved Refresh

Last Name	First	Middle	SSN	Week Start	Week End	Status	Total Hrs	Hrs Paid	Overtime	Pc
1	ALLENSWORTHSCR	LULA	K	0758	10/21/2012	10/27/2012	WFM	44h 00m	44h 00m	4h 00m
2	MILLERSCR	ERIK	9898	10/21/2012	10/27/2012	WFM	36h 49m	36h 49m		
3	MILLERSCR	ERIK	9898	10/14/2012	10/20/2012	WFM	45h 32m	45h 32m	5h 32m	

Several browse views can be set to display the Time Sheet colors.

Time Sheets can be set to display in **different colors** (based on the Timekeeping Rules) showing time sheets that are **over/under** the employee's schedule, **edited transactions**, and/or **11:59 pm records**.

Click the **Time Sheet Colors** button to display what each color represents.

This concludes the tutorial.

View/ Approve/ Deny Individual Time Sheet
 Mass Approve Time Sheets Waiting For My Approval
 Mass Print Time Sheets
 Time Sheet Colors

INDIVIDUALLY APPROVE TIMESHEETS

Skyward School District

Home | Employee Information | Time Off | **True Time** | FastTrack Open Positions | FastTrack Screener | Work Requests | Account Master | Budget Management | Purchasing | Inventory Requisitions | Expense Reimbursement | Online Open Enrollment

True Time

- Quick Entry
- My History
- Employee Locator
- My Setup
- Data Mining
- Reports

My Time Sheets

- Unsubmitted
- History

Supervisor Access

- My Employees True Time
- My Employees Totals by Status
- My Employees Weekly Averages
- Schedule Tracker
- My Employees Time Sheets**
 - Unsubmitted
 - Unapproved
 - History

Individually Approving Unapproved Time Sheets

Navigate to Employee Access, TrueTime, My Employees Time Sheets, Unapproved.

Who, What, When, Why?

Supervisors (as identified by the True Time Org Chart) will have access to review and approve/deny their employees' Unapproved Timesheets.

Skyward School District

Home | Employee Information | Time Off | **True Time** | FastTrack Open Positions | FastTrack Screener | Work Requests | Account Master | Budget Management | Purchasing | Inventory Requisitions | Expense Reimbursement | Online Open Enrollment

My Employees Unapproved Timesheets

Views: Unapproved Time Sheets - By Name | Filters: *Status - All Unapproved

Last Name	First	Middle	SSN	Week Start	Week End	Status	Level	Org Chart Level	Bi		
1	ALLENSWORTH	SC	LULA	K	0758	10/21/2012	10/27/2012	WFM	3	3-7-3	0
2	MILLER	SC	ERIK		9898	10/21/2012					
3	MILLER	SC	ERIK		9898	10/14/2012					

To individually approve or deny a time sheet, highlight the time sheet in the browse and click **View/Approve/Deny Individual Time Sheet**.

Buttons: View/Approve/Deny Individual Time Sheet, Mass Approve Time Sheets Waiting For My Approval, Mass Print Time Sheets, Time Sheet Colors

View/Process Time Sheet - 05.12.10.00

localhost/scripts/cgiip.exe/WService:

View/Process Time Sheet

Time Sheet for LULA ALLENSWORTH

Period Summary

Supervisor	Type	Pay	Note	Hours
ALAN SMITHSC	Work	PT408 (Bus Driver - Hourly)	Approved by Supervisor	44h 00m
Total Hours:				44h 00m
Hours Paid:				44h 00m

Daily Totals

Status	Note	Hours
Monday 10/22/12		
8:00 AM (8:00) -	5:00 PM (5:00) IN	9h 00m
10/22/12		Total Hours: 9h 00m
Tuesday 10/23/12		

Buttons: Approve, Deny, Print, Back

View/Process Time Sheet

Time Sheet for LULA ALLENSWORTHSCR (XXXX-XX-0758): 10/21/2012 - 10/27/2012

Period Summary

Supervisor: ALAN SMITHS

Approve Time Sheet

Period Summary

Supervisor	Type	Pay Code	Summary	Hours
ALAN SMITHSCR	Work	PT408		44h 00m

Set the Approval Options to either Approve or Deny. Approval/Denial Notes can also be entered.

Click Save when finished.

Approve/Deny Time Sheet

Approval Options: ☒ Approve ☐ Deny

Approval/Denial Notes:

Save Back

Daily Totals

Monday 10/22/12 8:00 AM - 5:00 PM (5:00) WOOF Working out of office 9h 00m

Tuesday 10/23/12 7:30 AM - 4:30 PM 9h 00m

Wednesday 10/24/12 8:00 AM - 5:00 PM 8h 00m

Thursday 10/25/12 8:00 AM - 5:00 PM 9h 00m

Friday 10/26/12 8:00 AM (8:00) - 5:00 PM (5:00) WOOF Working out of office 9h 00m

10/26/12 Total Hours: 9h 00m

Skyward School District

Alan Smithscr Account Preferences Exit ?

Home Employee Time True FastTrack FastTrack Work Account Budget Purchasing Inventory Expense Onli
Information Off Time Open Positions Screener Requests Master Management Requisitions Reimbursement Open En

My Employees Unapproved Timesheets

Views: Time Sheet Information - By Name Filters: *Status - All Unapproved Refresh

Last Name	First	Middle	SSN	Week Start	Week End	Status	Total Hrs	Hrs Paid	Overtime	P
10/23/2012 Tue	7:30 AM	4:30 PM			9h 00m					
10/24/2012 Wed	8:00 AM	5:00 PM			9h 00m					
10/25/2012 Thu	8:00 AM	5:00 PM	1h 00m		8h 00m					
10/26/2012 Fri	8:00 AM	5:00 PM			9h 00m					
10/27/2012 Sat										
Total			1h 00m		44h 00m				44h 00m	

Time Sheet Detail

Day	Total Hours	Bus Dr. 4 Hr	Hours Paid
10/22/2012 Mon	9h 00m	9h 00m	9h 00m
10/23/2012 Tue	9h 00m	9h 00m	9h 00m
10/24/2012 Wed	9h 00m	9h 00m	9h 00m
10/25/2012 Thu	9h 00m	9h 00m	9h 00m
10/26/2012 Fri	9h 00m	9h 00m	9h 00m
Total			
Overtime			

The Time Sheet History area will display the approval history of the time sheet.

This concludes the tutorial.

Time Sheet History

Status	Name	Date	Time	Note
Waiting for Approval	SMITHSCR, ALAN M			
Submitted	ALLENSWORTHSCR, LULA K	10/26/2012	9:14 AM	Approved by Supervisor

Adjustments

View/ Approve/ Deny Individual Time Sheet

Mass Approve Time Sheets

Waiting For My Approval

Mass Print Time Sheets

Time Sheet Colors

MASS APPROVE TIME SHEETS

True Time

- Quick Entry
- My History
- Employee Locator
- My Setup
- Data Mining
- Reports

My Time Sheets

- Unsubmitted
- History

Supervisor Access

- My Employees True Time
- My Employees Totals by Status
- My Employees Weekly Averages
- Schedule Tracker
- My Employees Time Sheets**
 - Unsubmitted
 - Unapproved
 - History

Mass Approve Unapproved Time Sheets

Navigate to **Employee Access, TrueTime, My Employees Time Sheets, Unapproved.**

Who, What, When, Why?
Supervisors (as identified by the True Time Org Chart) will have access to Mass Approve their employees' Unapproved Timesheets.

Skyward School District

Alan Smithscr Account Preferences Exit ?

Home Employee Information Time Off True Time FastTrack Open Positions FastTrack Screener Work Requests Account Master Budget Management Purchasing Inventory Requisitions Expense Reimbursement Online Open Enrollment

My Employees Unapproved Timesheets

Views: Unapproved Time Sheets - By Name Filters: *Status - All Unapproved Refresh

	Last Name	First	Middle	SSN	Week Start	Week End	Status	Level	Org Chart Level	Bi
1	ALLENSWORTHSCR	LULA	K	0758	10/21/2012	10/27/2012	WFM	3	3-7-3	0
2	MILLERSCR	ERIK		9898	10/21/2012	10/27/2012	WFM	3	3-7-2	0
3	MILLERSCR	ERIK		9898	10/14/2012	10/20/2012	WFM	3	3-7-2	0

To approve time sheets for **several** employees, click **Mass Approve Time Sheets Waiting For My Approval.**

Mass Approve Time Sheets

Views: Time Sheet Information - By Name Filters: *Skyward Default

Select	Last Name	First	Middle	SSN	Week Start	Week End	Total Hrs	Hrs Paid	Overtime
☒	ALLENSWORTHSCR	LULA	K	0758	10/21/2012	10/27/2012	44h 00m	44h 00m	4h 00m
☐	MILLERSCR	ERIK		9898	10/21/2012	10/27/2012	36h 49m	36h 49m	
☐	MILLERSCR	ERIK		9898	10/14/2012	10/20/2012	45h 32m	45h 32m	5h 32m

A list of **Time Sheets** will display.

Time Sheets can be mass approved by **individually** selecting each time sheet or by using the **Select All/Unselect All Displayed Time Sheets** buttons.

Once the time sheets are selected, click the **Mass Approve Selected Time Sheets** button.

Click the **Print Selected Time Sheets** button to print a hard copy of the time sheets (optional).

Note: Time Sheets that have employee notes attached cannot be mass approved. These time sheets will need to be **individually** approved.



My Employees Unapproved Timesheets

Views: Time Sheet Information - By Name Filters: *Status - All Unapproved Refresh

Last Name	First	Middle	SSN	Week Start	Week End	Status	Total Hrs	Hrs Paid	Overtime	P
10/23/2012 Tue	7:30 AM	4:30 PM			9h 00m				9h 00m	
10/24/2012 Wed	8:00 AM	5:00 PM			9h 00m				9h 00m	
10/25/2012 Thu	8:00 AM	5:00 PM	1h 00m		8h 00m				8h 00m	
10/26/2012 Fri	8:00 AM	5:00 PM			9h 00m				9h 00m	
10/27/2012 Sat										
Total			1h 00m		44h 00m				44h 00m	

Time Sheet Detail

Day	Total Hours	Bus Dr. 4 Hr	Hours Paid
10/22/2012 Mon	9h 00m	9h 00m	9h 00m
10/23/2012 Tue	9h 00m	9h 00m	9h 00m
10/24/2012 Wed	9h 00m	9h 00m	9h 00m
10/25/2012 Thu			
10/26/2012 Fri			
Total			
Overtime			

The Time Sheet History area will display the approval history of the time sheet.

This concludes the tutorial.

Time Sheet History

Status	Name	Date	Time	Note
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Adjustments

- View/ Approve/ Deny Individual Time Sheet
- Mass Approve Time Sheets
- Waiting For My Approval
- Mass Print Time Sheets
- Time Sheet Colors



SANTA FE INDEPENDENT SCHOOL DISTRICT

P. O. Box 370
Santa Fe, Texas 77510

PHONE AND FAX: (409)925-9024
www.sfisd.org

Taylor Lunsford
Coordinator of Benefits and Risk Management
taylor.lunsford@sfisd.org



SUPERVISOR INSTRUCTIONS

What to Do When an Employee is Injured On-the-Job:

An employee must report any on-the-job injury to the campus nurse or his/her supervisor by the conclusion of the work day. The affected school or department must report all on-the-job injuries and/or work-related illnesses to the SFISD Benefit Office at 409-925-9024 within twenty-four (24) hours.

Any injury or illness must be reported, even if no medical treatment is sought.

Procedures for Supervisor:

*****Do not hesitate to call 911 for emergency assistance*****

1. Fill out attached "Employers First Report of Injury or Illness" form. *Employee is NOT to complete this form.* Complete boxes 1-28, box 39, sign and date in box 52.
2. If employee is able, have them fill out Employee Statement (form attached)
3. If witness available, have them fill out Witness Statement (form attached)
4. Fill out "First Fill Information", keep a copy, and give original to employee.
5. Have employee fill out "Employee Election/Leave Benefit" form if they are able.
6. Give the employee:
 - a. A copy of the First Report of Injury
 - b. If medical treatment is needed, a copy of the "WellNow Health Employers Authorization for Examination or Treatment" form.
 - c. Completed "First Fill Information" form
7. Send all future work status reports and documentation to the Benefits Office.

Scan all forms to Benefit Office (taylor.lunsford@sfisd.org), keep a copy for your records, and send originals in inter office mail.



**Division of Workers'
Compensation**

Complete if known:

DWC claim #

Insurance carrier claim #

Employer's first report of injury or illness

Part 1: Injured employee information

1. Name (first, middle, last)		2. Address (street or PO box, city, state, ZIP code)	
3. Phone number	4. Email address	5. Social Security number (XXX-XX-XXXX)	6. Date of birth (mm/dd/yyyy)
7. Marital status		8. Sex ☐ Female ☐ Male ☐ Other	
9. Spouse's name (first, middle, last)			10. Number of dependent children
11. Does the employee speak English? ☐ Yes ☐ No		If no, specify language	
12. Doctor's name (first, last)		13. Doctor's mailing address (street or PO box, city, state, ZIP code)	

Part 2: Injury information

14. Date of injury or illness (mm/dd/yyyy)	15. Time of injury : ☐ a.m. or ☐ p.m.	16. First day absent from work (mm/dd/yyyy)
17. Supervisor's name (first, last)		18. Date injury reported (mm/dd/yyyy)
19. Nature of injury or illness (Examples: cut, burn, bruise, fracture, sprain, chemical burn. For more than one injury, list the most serious injury.)		20. Body parts affected
21. Describe in detail how and why the injury, illness, or death occurred (Include the events leading up to the injury or illness, state the actual injury, and list the reasons why the accident or injury occurred.)		
22. Reported cause of injury (Examples: overexertion due to lifting or pushing, slip, trip, fall.)		
23. Was the employee doing their regular job? ☐ Yes ☐ No		
24. Address and name of the location where the injury, exposure, or death occurred (business name, street or PO box, city, state, ZIP code)		
25. List all witnesses (first, last names)		



26. Number of days absent from work, not including the day of injury or the day of return to work

☐ One day or less (work-related illness only) ☐ Two to seven days ☐ Eight days or more

27. Return-to-work date (mm/dd/yyyy)

☐ Actual date or ☐ Expected date

28. Did the employee die? ☐ Yes ☐ No

If yes, provide the date of death. (mm/dd/yyyy)

Part 3: Employment information**29. Date of hire** (mm/dd/yyyy)**30. Occupation of injured employee****31. Length of service in current position**

Years Months

32. Length of service in current occupation

Years Months

33. Employee payroll classification code**34. Was the employee hired or recruited in Texas?**☐ Yes ☐ No**35. Rate of pay at this job**

\$ Hourly \$ Weekly

36. Full work week is

Hours Days

37. Last paycheck was

\$ for Hours or Days

38. Is the employee an owner, partner, or corporate officer? ☐ Yes ☒ No**Part 4: Employer information****39. Name and title of person completing form**
(first, middle, last, title)**40. Business name**

SANTA FE ISD

41. Business mailing address (street or PO box, city, state, ZIP code)

P.O. BOX 370, SANTA FE, TX, 77510

42. Phone number**43. Email address****44. Business location** (if different from mailing address)

N/A

45. Federal employer identification number

74-6000028

46. Primary North American Industry Classification System (NAICS) code (six digits)**47. Specific NAICS code** (six digits)**48. Texas comptroller taxpayer number****49. Workers' compensation insurance carrier**

DEEP EAST TEXAS / ATHENS

50. Policy number**51. Did you request accident prevention services in the past 12 months?** ☐ Yes ☒ NoIf yes, did you receive them? ☐ Yes ☒ No**Part 5: Certification****52. Certify with your signature:**

I certify the information in this form is true and correct.

Signature _____ Date _____



EMPLOYEE STATEMENT

Employee Name: _____ Date of Injury: _____

Description of accident:

Was lifting involved in this accident? ☐ Yes ☐ No If yes, approximate weight of item lifted: _____Was anyone assisting you? ☐ Yes ☐ No

If yes, explain: _____

What was the nature of your injury? (cut, bruise, strain, etc.) _____

What part of your body was injured? (finger, knee, etc.) _____

Was there any equipment involved? ☐ Yes ☐ No If yes, describe: _____

What could you have done to prevent the accident? _____

Were you performing your normal job duties at the time of the injury? ☐ Yes ☐ No

If no, explain: _____

Was personal protective equipment (cloves, goggles, hardhat, etc.) required for this job? ☐ Yes ☐ NoIf yes, was the equipment provided? ☐ Yes ☐ No Was it being used? ☐ Yes ☐ No

Explain: _____

Was the accident witnessed? ☐ Yes ☐ No List witness(es): _____

The above information is a true and correct account of the incident.

Signature of Employee_____
Date

WITNESS STATEMENT

Injured Employee: _____ Date of Injury: _____

Name of Witness: _____ Witness Phone Number: _____

Relationship to injured worker: _____

Description of accident:

Other employees involved in accident: _____

Were you in the area where the accident happened? ☐ Yes ☐ NoDid you see the accident happen? ☐ Yes ☐ NoWas it obvious that the employee was hurt? ☐ Yes ☐ NoWas the employee using a tool or machinery when injured? ☐ Yes ☐ NoHave you ever heard the employee complain of a similar injury? ☐ Yes ☐ NoDid the employee violate a safety rule? ☐ Yes ☐ NoWas the employee ever warned about unsafe work habits? ☐ Yes ☐ No

Where did it happen? _____

What part of the body appeared to be injured? _____

What do you think was the cause of the accident? _____

What do you think could have prevented the accident from happening? _____

The following is my statement of what I heard the injured employee say:

Additional comments:

The above statement is a true and correct account of what I observed and heard.

Witness Signature_____
Date

6/18/2018



676 F.M. 517 West
Dickinson, Texas 77539
Phone: 409.572.2535
Fax: 409.572.2480
8am to 7pm (Mon-Fri)
9am-2pm (Sat)

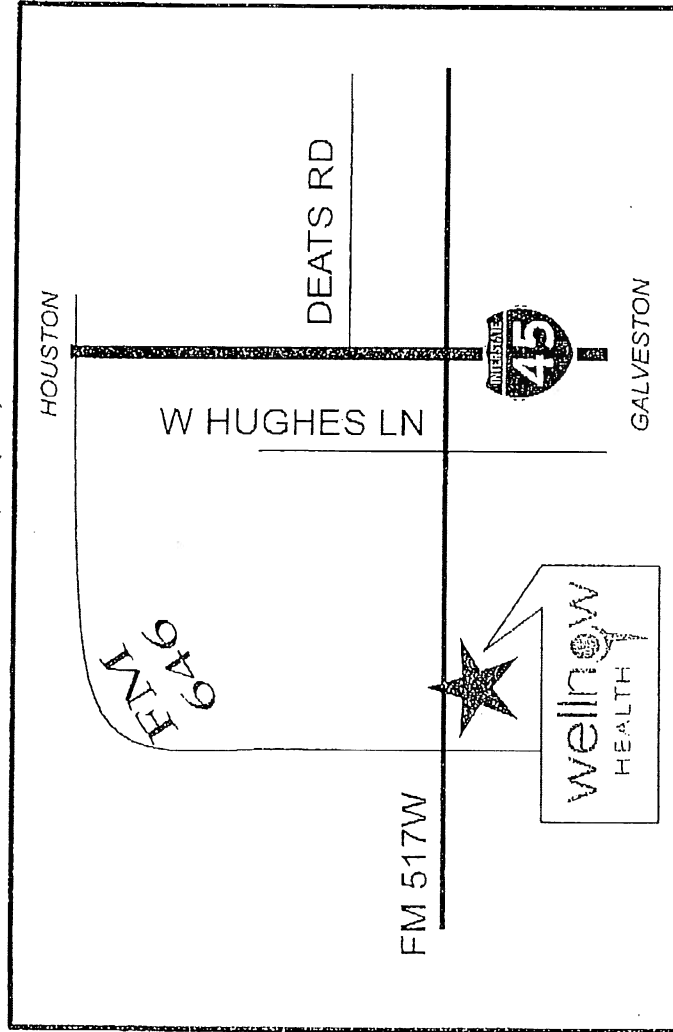
Fax or email authorization forms wellnowhealth@wellnowhealth.net

EMPLOYER'S AUTHORIZATION FOR EXAMINATION OR TREATMENT

Patient Name: _____ Company Name: _____ Site #/Street Address: _____	SSN: _____ Date of Birth: _____ Date of Injury: _____
WORK-RELATED _____ INJURY _____ ILLNESS _____ ____ Drug Screen _____ DOT Regulated _____ ____ Breath Alcohol _____ Non-Regulated _____ ____ Drug Screen and Breath Alcohol _____ Rapid D/S (instant) _____ ____ Urine Collection Only _____	____ DOT PHYSICAL _____ NON DOT PHYSICAL _____ ____ Pre-placement (Post-Offet) _____ Regulated Drug Screen _____ ____ Recertification (Annual) _____ Urine Collection Only _____ ____ Exit _____ Breath Alcohol _____ ____ Audiogram _____
PRE-PLACEMENT EVALUATION JOB TITLE: _____ ____ Physical Exam _____ Hair Collection _____ ____ Physical Assessment _____ Audiogram _____ ____ Regulated Drug Screen _____ Fit Test _____ ____ Non-Regulated Drug Screen _____ Mask Type _____ ____ Urine Collection Only _____ PFT Test _____	SUBSTANCE ABUSE TESTING ____ DOT Regulated _____ Random _____ ____ Non-Regulated _____ Periodic _____ ____ Urine Collection Only _____ Post-accident _____ ____ Rapid Test _____ Follow-up _____ ____ Pre-Placement _____ Breath Alcohol _____ ____ Reasonable Suspicion _____
SPECIAL PHYSICAL EXAMINATIONS ____ Asbestos _____ Blood work _____ ____ Respirator _____ Other _____ ____ Hazmat _____ ____ Baseline _____	BILLING ____ Employee to pay charges at time of service _____ ____ Workers Compensation _____ ____ Insurance Co. _____ ____ Policy #: _____ ____ Phone #: _____
Authorized By: Taylor Lunsford Phone: 409-925-9024	Title: Coordinator of Benefits and Risk Management Date: _____

Form may be downloaded from www.wellnowhealth.net

676 F.M. 517 West
Dickinson, Texas 77539
Phone: 409.572.2535
Fax: 409.572.2480
8am to 7pm (Mon-Fri)
9am to 2pm (Sat)



Form may be downloaded from www.wellnowhealth.net



SANTA FE INDEPENDENT SCHOOL DISTRICT

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Taylor Lunsford
 Coordinator of Benefits and Risk Management
taylor.lunford@sfisd.org



Employee Election / Leave Benefit

Name _____ Employee phone number _____

Position _____ Department/Campus _____

This employee is absent from duty because of a job-related illness or injury beginning on _____. If eligible, workers' compensation insurance may begin paying a percentage of the employee's current wages on the eighth day of absence from duty if an extended absence is required.

 District authorized signature

 Date

Employee choice:

I am absent from duty because of a job-related illness or injury. I understand that I am not eligible for workers' compensation weekly income benefits until my absence exceeds seven calendar days. I also understand that the district will continue to pay its contribution toward the cost of my group health insurance coverage (if applicable) as long as I am on **paid** leave and/or family and medical leave (FMLA). I further understand that I will be responsible for paying all health insurance premiums if I am on **unpaid** leave that is not FMLA leave. I choose the following option:

- ☐ I choose to use only _____ days of available paid leave at this time.
- ☐ I choose to use all available paid leave. I understand that I will not receive workers' compensation weekly income benefits until I have exhausted all of my paid leave or to the extent that paid leave does not equal my pre-illness or -injury wage.
- ☐ I choose **not** to use any available paid leave at this time. I understand that I will not receive any regular salary payments from SFISD while receiving weekly income benefits under workers' compensation. No available paid leave will be deducted from my leave balance. I further understand that by selecting this option, I will only receive workers' compensation wage benefits for any absences resulting from my work-related illness or injury, unless and until I communicate to the district a change in my decision.

 Employee signature

 Date



SANTA FE INDEPENDENT SCHOOL DISTRICT

P. O. Box 370
Santa Fe, Texas 77510

PHONE AND FAX: (409)925-9024
www.sfisd.org



Taylor Lunsford
Coordinator of Benefits and Risk Management
taylor.lunsford@sfisd.org

EMPLOYEE RESPONSIBILITIES

What to Do When Injured On-the-Job:

An employee must report any on-the-job injury to his/her supervisor by the conclusion of the work day. The affected school or department must report all on-the-job injuries and/or work-related illnesses to the SFISD Benefit Office at 409-925-9024 within twenty-four (24) hours.

Any injury or illness must be reported, even if no medical treatment is sought.

Procedures for Injured Employee:

1. An employee injured on the job must report such injury to his/her immediate supervisor when the injury occurs.

*****Do not hesitate to call 911 for emergency assistance*****

2. If medical treatment is needed, select a physician who accepts Worker's Compensation. There is a list of local providers in this packet. If you choose not to be seen by a physician who accepts Worker's Compensation, you will be responsible for any charges that may occur.
3. Complete, sign, & return the forms listed below to the person you are reporting injury to:
 - Employee Statement
 - Employee Elect / Leave Benefits
4. It is the responsibility of the injured employee to call his/her supervisor after each doctor appointment and to report work status. Within one working day of each health care provider appointment, the injured employee must provide proof (DWC 73) of the office visit to supervisor and SFISD Benefit Office.
5. Submit your medical release note from doctor to your supervisor and Benefit Office.

District Contact person for Workers' Compensation: **Taylor Lunsford**
Contact Number: **409-925-9024**



Deep East Texas Self Insurance Fund
Serving Texas since 1974

Pharmacy Benefit Management Questions & Answers

Who is Healthcare Solutions?

Healthcare Solutions is the parent company of Cypress Care, ScripNet and Procura Management.
In September 2012, ScripNet joined the Healthcare Solutions family of workers' compensations companies.

Do you need more information on our Workers' Compensation prescription/pharmacy plan?

For general medication processing information –

Contact Cypress Care at 1-888-220-2805 or email to support@cypresscare.com

For program information, you may contact –

Toni Hackett, Program Manager

Toll Free #: (888) 220-2805 ext. 64221

Direct Phone: (702) 777-2824

Email: toni.hackett@cypresscare.com, toni.hackett@healthcaresolutions.com

How does the WC pharmacy program work?

- The injured worker should be provided a First Fill Letter from the Employer to present to the pharmacy along with the doctor's prescription. The pharmacy will contact Cypress Care at 1-888-220-2805 to allow for a 10 day supply of meds.
- Cypress Care will enter the injured worker into the system and mail a Workers' Compensation Pharmacy ID Card. The injured worker should receive their ID card in the mail within 3-5 business days.
- If a refill is necessary, the injured worker should present their Pharmacy ID Card to the pharmacist to ensure no out of pocket expense to the employee.

What does the Employer need to do?

- Provide the injured worker with a First Fill Letter so the pharmacy processes the prescription as a Workers' Comp claim.

What does the Employee need to do?

- Present the First Fill Letter on the first visit to the pharmacy.
- If a refill of medication is necessary, the injured worker will need to present their Pharmacy ID Card on each visit.



HEALTHCARE
SOLUTIONS

SANTA FE ISD

Allocated: _____

EXTENDED LEAVE REQUEST FORM

Santa Fe ISD Policy regarding Extended Leave states:

*After all available state and local leave days have been exhausted, an employee with at least ten years of service in the District, including the immediately preceding 12-month period consisting of at least 1,250 hours, shall be granted in a school year a maximum of **20** leave days of extended sick leave to be used only for the employee's own catastrophic illness or injury, including pregnancy-related illness or injury, and **10** leave days for the catastrophic illness or injury, including pregnancy-related illness or injury, of the employee's dependent child, spouse, or parent.*

*Under the same terms and conditions described above, an employee with at least five years of service in the District shall be granted in a school year a maximum of **15** leave days of extended sick leave to be used only for the employee's own catastrophic illness or injury, including pregnancy-related illness or injury, and **5** leave days for the catastrophic illness or injury, including pregnancy-related illness or injury, of the employee's dependent child, spouse, or parent.*

A written request for extended sick leave, to be submitted to the CFO or designee for approval, must be accompanied by medical certification of the illness or injury specifying that the absence will require at least five workdays while under the care of the licensed practitioner.

For professional employees, the certified long-term substitute's daily rate shall be deducted from the employee's pay during this time whether or not a substitute is employed.

Paraprofessional and auxiliary employees shall be permitted extended sick leave under the same conditions, except that a deduction of one-half the daily rate of pay, not to exceed the certified long-term teacher substitute pay rate, shall be made.

Under this policy, I am requesting use of _____ days of Extended Leave through Santa Fe ISD.

Name:	Campus:
Position:	Date of Hire:
Beginning Date of Leave:	Return from Leave:
Signature:	Department/Campus Approval:

This request has been reviewed by Benefits. The request for Extended Leave is:

Approved:	Reason:
Denied:	

Benefits Signature: _____ Date: _____

Human Resources Signature: _____ Date: _____

Superintendent Signature: _____ Date: _____

SANTA FE ISD
Catastrophic Sick Leave Request Form

TO BE SUBMITTED TO THE CATASTROPHIC SICK LEAVE PROGRAM ADMINISTRATOR

NAME: _____

CELL PHONE #: _____ **HOME #** _____

I request _____ days from the Catastrophic Sick Leave pool. Number of days must not exceed thirty (30) days.

I request the date for Catastrophic Sick Leave awarded to begin on _____.

Please state or describe in your own words, the nature of your situation and why you are requesting
Catastrophic Sick Leave: _____

Employee Signature _____ **Date of Request** _____

*****FOR OFFICE USE ONLY*****

Request Is: _____ Approved _____ Denied

Number of Days Approved _____

Signatures of CSL committee

Date: _____

SANTA FE ISD
Catastrophic Sick Leave Program

ATTENDING PHYSICIAN'S STATEMENT

Patient's Name (please print)

Please describe in depth, and in lay terms, the nature of the illness or injury in terms such as major/ minor, catastrophic/non-catastrophic, etc: _____

Please give dates of treatment: _____

If hospitalized, please complete:

Admission Date _____ Discharge Date _____

Name of Hospital _____

Address _____

To your knowledge, what is the earliest date this patient was treated for this condition: _____

Is patient still under your care? _____ Yes _____ No

How long was or is the patient expected to be continually and totally unable to work? _____

Anticipate date patient can return to work: _____

Printed Name of Physician _____

Signature of Physician _____ **Date** _____

Address of Physician _____

Telephone Number _____

SANTA FE ISD
Bereavement Leave

Allocated: _____

The Santa Fe ISD Human Resources Regulations regarding Bereavement Leave states:

An employee shall be granted in a school year the maximum of three paid bereavement days per occurrence to be used for the employee's absence due to the death of the employee's spouse, child, parent, brother, sister, stepson, stepdaughter, stepparent, stepsister, stepbrother, parent-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent, spouse's grandparent, or grandchild. The days shall be consecutive business days. The employee shall receive regular hourly or daily rates for days missed, provided the days are regularly scheduled workdays. The employee shall not be required to use available state or local leave to receive the maximum amount of three days of bereavement leave per eligible occurrence. Additional days of absence beyond the allotted maximum will result in a deduction of accumulated state or local leave. Appropriate documentation shall be provided for bereavement leave upon request.

Under this policy, I am requesting use of _____ days of Bereavement Leave through Santa Fe ISD (maximum 3 days.)

Name:	Campus:
Position:	Relation to Employee:
Beginning Date of Leave:	Return from Leave:
Signature:	Department/Campus Approval:

This request has been reviewed by Benefits. The request for Bereavement Leave is:

Approved:	Reason:
Denied:	Reason:

Benefits Signature: _____ Date: _____

Human Resources Signature: _____ Date: _____

SFISD Superintendent Signature _____ Date: _____

SANTA FE INDEPENDENT SCHOOL DISTRICT

District Travel Request Procedures

This Travel Procedures Manual applies to all SFISD employees who incur expenses while engaged in official school district business. Only those expenses that have been incurred while on District business will be reimbursed. All travel related expenses must be made within the ethical and legal limits as defined by District, state and federal guidelines and regulations.

Prior to travel: (At least 2 weeks prior to trip)

****Prior approval for all travel, including prepaid expenses, must be obtained before any expenses are incurred. ****

Employee Responsibilities

- All travel documents and proposed costs with proper backup should be submitted **by the employee** via Skyward Employee Expense Reimbursement in Skyward Web. Backup documentation should include:
 - A Completed *Employee or Employee with Student Travel Form* located on the District website under Business Department/Accounts Payable & Travel
 - Registration Information
 - Hotel Confirmation *must be from hotel directly, travel websites (Travelocity, Hotel.com, Expedia, etc.) are **NOT** acceptable
 - Other possible expenses or reimbursements such as mileage (map required as backup), parking, taxi/Uber, etc...
- A travel checklist can be found on the district website to insure all steps prior to travel are completed.
- Travel approval goes through many different levels, so please submit travel requests at least 2 weeks prior to your trip.

Bookkeeper Responsibilities

- Responsible for making sure all supporting documents and account codes have been completed and are accurate before approving.

Prepaid expenses, i.e., hotel reservations, registration fees, etc., may be paid for with the campus PCard after approval has been given. If the credit card is not accepted, checks are processed each week on Fridays during the school year and will be available for pick up after 2:00 p.m. on Friday. **The Employee or Employee with Student Travel Form must be completely approved via the web by end of the day on Tuesday if a check is needed on Friday. If the employee requesting the travel approval does not meet the Accounts Payable deadlines, that employee is responsible for the fees and will need to submit for reimbursement upon their return.**

A *Texas Hotel Occupancy Tax Exempt Certificate* and *Sales Tax Exemption Certificate* must be taken on all overnight stays, as State Tax will not be reimbursed by the District if paid by the employee. A copy of the Tax Exempt form can be found at P:\Admin\Business\Accounts Payable\Forms. If you are unable to print the form, please call or email Donna Folse to get a copy of this certificate.

Change of Travel Plans

The Accounts Payable Specialist and Campus/Department Bookkeeper must be notified via email of any change in travel plans.

A reimbursement will not be issued for someone who has changed the *Employee or Employee with Student Travel* after appropriate signatures have been obtained, unless the supervisor has noted on the travel that this is an approved adjustment.

Note: If an employee is unable to attend the travel, it is the employee's responsibility to cancel the travel and obtain reimbursement for any fees that have been paid. If the cancellation is not processed by the event cutoff date, it is the employee's responsibility to pay any fees associated with late cancellation.

While away:

- Remember to keep all ITEMIZED receipts if seeking reimbursement and for extra expenses incurred (parking, shuttle, etc.). **Valet parking is not allowed unless self-parking is unavailable. If self-parking is unavailable, the employee will need to make a note on the valet parking receipt.
- **Be sure to keep your Proof of Attendance in order to be reimbursement upon arrival.**

After travel: (Within 30 business days of your trip)

Upon completion of a trip, supporting documentation must be attached to the Employee Expense Reimbursement via Skyward Web, within thirty (30) calendar days. Upload supporting documents to original approved travel. Include the following:

- Proof of attendance (name tag, conference ID, hand out, etc)
- Original hotel receipt
- Itemized meal receipts (for federal funds)
- Other receipts for unforeseen expenses (WiFi, parking)
- MapQuest (for mileage reimbursement)

Failure to adequately document expenses can result in non-reimbursement to the employee. **If travel takes place in June the reimbursement must be submitted the following business day upon return to ensure that documentation is received by Accounts Payable no later than June 30th. Travel that takes place during the last week of June should be properly communicated with the Business Office due to fiscal year end. (Unless Federal Funds)**

Travel Expenses:

Employees shall be reimbursed for other travel expenditures according to the current schedule adopted by the Board and subject to IRS regulations. If the Board authorizes travel reimbursement rates that exceed those authorized for state employees in the current state appropriations act, the Superintendent shall ensure that accounting records accurately reflect that no state or federal funds were used to reimburse those excess amounts.

To receive reimbursement for commercial transportation, lodging and other authorized travel expenses, the employee shall present receipts for the actual amounts spent in addition to proof of attendance at the specified event.

Lodging

When reserving a room(s), request the “State of Texas Contract Rate.” If the hotel does not offer the State rate, you may go to www.window.state.tx.us/procurement, click on State Travel Management Program, select Hotels, and then click “Hotel Directory” for a list of hotels offering State rates.

A copy of the FY 2019 Per Diem Rates for Lodging in Texas is included in this section.

Beginning September 2011, the Federal Rate Schedule published by the U.S. General Services Administration will be used to reimburse domestic lodging rates. Because the reimbursement rates can change, it is recommended that travelers print the page at the time reservations are made and submit the printout with the travel request document as a supporting document. Requests to exceed the Federal Rate Schedule must be made in writing and submitted along with the *Employee or Employee with Student Travel Form*. The *Request to Increase Maximum Lodging Rate* form can be found in the public folder. Cost of lodging is not to exceed the state approved rates when traveling with federal funds. An original itemized receipt is required for hotel reimbursement.

Use of District Purchasing Card for lodging arrangements

A district PCard is available at the campus for use to reserve hotel accommodations if needed. A request must be submitted via email to the Bookkeeper to make the reservation once the travel is approved. It is the responsibility of the requestor to provide all the information required for the Bookkeeper to make the reservation. Required reservation information must include:

- Hotel name and phone number
- Date of reservation
- Number of rooms
- Type of room (Single, Double)
- Quoted room rate
- Employee name(s)
- Name of event employee is attending

After the reservation has been made the Bookkeeper will send the reservation confirmation to the requestor via email. NOTE: If the requested accommodations are not available when the Bookkeeper calls to make the reservation, the requestor will be notified to search for alternative accommodations.

Meals

Meal reimbursement is limited to \$25.00 per day. If meals are provided by the workshop/conference or hotel, reimbursement will not be given for that meal. The employee may receive a reimbursement for cost of meals not to exceed amounts listed below. No meals will be reimbursed for same day travel. When less than three meals are necessary, reimbursement shall be on the following basis:

Breakfast	\$ 5.00	Leave SFISD area before 6:00 a.m.
Lunch	\$ 8.00	Leave SFISD area before 11:00 a.m.
Dinner	\$12.00	Return to SFISD area after 7:00 p.m.

**** It is VERY important to completely fill in the Travel Form to include departure and arrival times****

Federal and State grant meal reimbursement

If local policy restricts travel, per diem, and other travel expenses to a rate less than state law, the applicant must budget and request reimbursement from the grant **at the lesser rate**. “Designated headquarters” is defined as the area within the boundaries of the city or town in which a traveler’s place of employment is located. **Travel must take the employee outside designated headquarters for more than six consecutive hours; the cost of meals for one day travel is not allowed. Itemized meal receipts are required.** Travel allowances, in which the per diem is paid to the employee regardless of the amount actually expended, are not allowable.

Transportation

An employee of the district shall be reimbursed for authorized mileage incurred while performing duties related to the job only if such travel is at the request of the employee’s immediate supervisor.

- Mileage reimbursement per Local Policy, is currently set at \$.45 per mile. (MapQuest must be provided for all reimbursements).
- Campus Bookkeeper is responsible for coordinating employees riding together. When traveling by private automobile, one car will be approved for reimbursement for up to four (4) employees traveling to the same destination.
- A flat rate of \$25 will be reimbursed for travel within the Region 4 area, unless the \$.45 per mile rate is less than \$25.
- Mileage for transportation to surrounding school districts, such as Alvin, Hitchcock, Friendswood, Clear Creek, Dickinson and Texas City, is not reimbursable.
- **We do not reimburse gasoline put in personal vehicles. We only reimburse mileage.**
- Any employee traveling between home and duty point will be reimbursed for mileage from the employee’s campus to the duty point using map quest or other online mileage calculator. (ex. MapQuest)
- In-district travel is not reimbursable except in special circumstances as approved by the superintendent.
- Taxi/Uber cost is considered to be public transportation and will be reimbursed at actual cost. Detailed receipts are required for reimbursement.
- Parking charges and toll roads are reimbursable.
- Airport parking will be reimbursed at the satellite parking daily rate.
- Detailed receipts and/or mileage map are required for reimbursement.
- Commercial transportation is reimbursable. Travel expenses using commercial transportation may not exceed the average coach fare. Detailed proof of expenditures is required. The district will pay the lesser of driving or flying at the Superintendent’s discretion.
- A district PCard can be used to purchase gasoline for a rental car when traveling by air and a rental vehicle is used from the airport.
- Van rentals are considered public transportation and will be reimbursed at actual cost under emergency conditions only. Detailed receipts are required for reimbursement.
- Reasonable gratuities are an allowable reimbursement with the exception of travel using federal funds.

Student Travel

Overnight Travel

Meals are reimbursed on the following basis:

Breakfast	\$5.00	Leave SFISD area before 6:00 a.m.
Lunch	\$6.00	Leave SFISD area before 11:00 a.m.
Dinner	\$9.00	Return to SFISD area after 7:00 p.m.

Day Travel

At the discretion of the principal/director, the district may provide meals for students who experience an extended day trip for U.I.L. purposes where the students would otherwise clearly miss an opportunity for a meal.

Example: Leave at 3:00 p.m. and return at 9:00 p.m. One (1) meal may be provided.

When traveling with students, a cash advance or PCard may be requested for the student and sponsor meals. This must be listed on the *Employee or Employee with Student Travel Form*.

For an employee traveling with students on an overnight trip, attach a student roster and the approved *Student Over-Night Trip* request to the Expense Reimbursement via Skyward Web.

If meals are provided at the event, no meal money will be provided or reimbursed for that particular event.

Student Travel – Booster Club Sponsored

Booster clubs may donate funds to the school with the approval of the Superintendent or designee. Donations made directly to the school district to cover the cost of commercial transportation and meals are allowable. It is a violation of U.I.L. rules for booster clubs or individuals to pay for such costs directly. Please coordinate all booster club donations with the appropriate school personnel. All donations must be entered on a Donation Acceptance Form.

If teams advance to Regional or higher competition, approval may be granted for student meals to exceed the district lodging and meal rate if the Booster Club donates the money for the additional cost. The request must be approved by the Athletic Director and Chief Financial Officer prior to the event.

Athletic Coaches Travel to State Tournaments

Requests for coaches to attend state tournaments (when District teams are not playing) may be approved if there is no expense incurred by the district. Travel costs may be paid by the individual or from Booster Club donations specific for the purpose of funding the travel expenses. If a substitute is needed for the day of absence, the coach must use Personal Leave. If no substitute is needed, School Business Leave may be used.

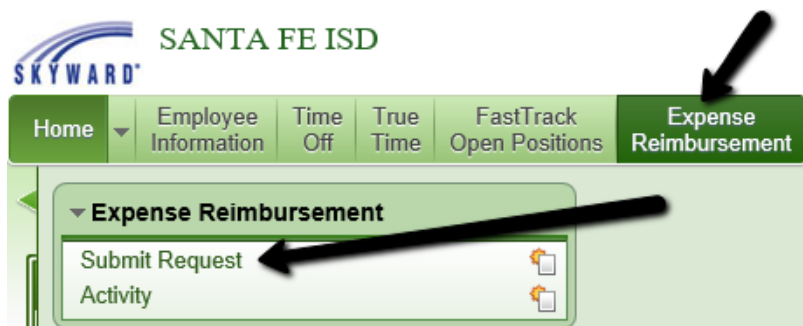
Miscellaneous:

Combined Business and Personal Travel

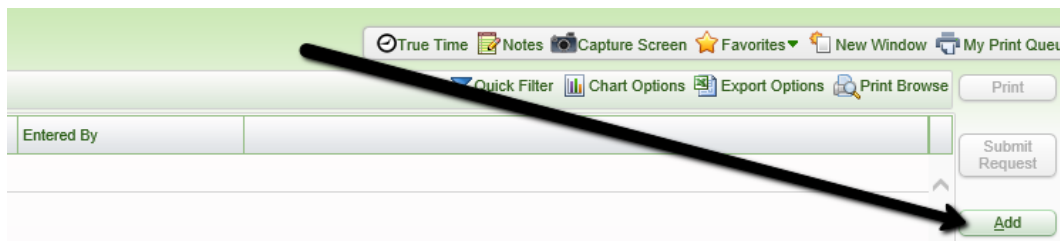
If an employee combines business with personal travel, the portion of the employee's reimbursable business expenses must be separate and reported as such. It may not exceed the amount of reimbursable expense which would have been incurred had the trip been made strictly for business purpose.

Entering Employee Travel/Expense Reimbursement

- Open Employee Access on Skyward Web
- Click Expense Reimbursement and Select Submit Request



- Click Add



- The “Reimbursement For” section automatically populates the employee name. This field cannot be edited.
- “Expenses From” section
 - Travel – Enter the date range of the travel – Ex 08/3/2015 to 08/5/2015
 - Regular Expenses – Enter the date of purchase
- “Purpose for Reimbursement” section
 - Travel Flow Example
TRAVEL REIMBURSEMENT – REGION IV, STATE MANDATED CERTIFICATION – 8/3/2015 TO 8/5/2015 – MEALS AND MILEAGE
 - Expense Reimbursement Example
PURCHASED ITEMS FOR TEACHER APPRECIATION
- Click Save

https://employee.sfsd.org:444/?isPopup=true - Expense Reimbursement Request Maintenance - 05.1 - Windows Internet Explorer

Expense Reimbursement Request Maintenance

Add Expense Reimbursement Request

Reimbursement For: LUTZ, CHRISSY DAIGLE

* Expenses From: 08/03/2015 * To: 08/05/2015

* Purpose for Reimbursement: REGION IV, STATE MANDATED CERTIFICATION - 8/3/2015 TO 8/5/2015 - MEALS AND MILEAGE

Reimbursement payment option: Reimbursement Payment made via AP ACH

District Payment Reimbursement information: All receipts must be attached. Travel Form Required.

Asterisk (*) denotes a required field

Save Back

- Expense Reimbursement Detail Lines
 - Click Add if only one line item budget code is needed
 - Click Mass Add Detail if more than one budget code item is needed

Expense Reimbursement Request Maintenance

Expense Reimbursement Information

Reimbursement For: LUTZ, CHRISSY DAIGLE

Expenses From: 08/03/2015 To: 08/05/2015 3 Days

Purpose for Reimbursement: REGION IV, STATE MANDATED CERTIFICATION - 8/3/2015 TO 8/5/2015 - MEALS AND MILEAGE

Reimbursement payment option: Reimbursement Payment made via AP ACH

Total Reimbursement Amount: \$0.00

Optional Pre-verifier: *No pre-verification needed

Edit Master Notes Attachments

Submit For Approval Save and Finish Later

Expense Reimbursement Detail Lines

Views: General Filters: *Skyward Default

#	Date	Type	Description/Customer	Quantity	Amount	Total Amount	C	R	D
There are no records to display; check your filter settings.									

Add Edit Delete Clone Mass Add Detail

- Click the box for either “Receipt Attached” for reimbursement items or “Direct Bill/Do not Reimburse” for items being paid by check or PCard
 - Attached supporting documentation is required for the expense reimbursement to be approved.
- Click the drop down menu by Reimbursement Type and select one of the options
 - Hotels
 - Meals
 - Mileage
 - Other
- Enter quantity
- Enter amount
- Type description – EX: BREAKFAST LUNCH AND DINNER 8/3/2015 & 8/5/2015
- Enter budget code

Expense Reimbursement Detail Line

Line Number: ☒ Receipt Attached ☐ Direct Bill/Do not Reimburse

* Date: 08/03/2015

* Reimbursement Type: **Other**

Category: Other
Please use this for Registration, Parking, Taxi, Bus or other approved expenses.

Quantity:

Amount: (Maximum allowed for this code is \$200.00)

Total Amount: \$75.00

* Description/Customer: **HOTEL PARKING 25.00 PER DAY FOR 3 DAYS**

Detail Line Accounts

* Account	Account Selection	Amount	Percent
199 E 41 6411 10 750 0 99 100 - FINANCE/GEN ADM/ADMIN/UNDIST/STF TRV/		75.00	100.00
Total:		75.00	100.00

- For Mass Entry scroll down and repeat these steps for next line entry
 - o Once all entries have been made click save
- For Single Entry click Save

Expense Reimbursement Request Detail Maintenance

Expense Reimbursement Information
Expenses From: 08/03/2015 To: 08/05/2015 3 Days
Total Reimbursement Amount: \$75.00

Expense Reimbursement Detail Line

Line Number: ☒ Receipt Attached ☐ Direct Bill/Do not Reimburse

* Date: 08/03/2015

* Reimbursement Type: **Meals**

Category: Meals

Quantity:

Amount: (Maximum allowed for this code is \$25.00)

Total Amount: \$50.00

* Description/Customer: **BREAKFAST, LUNCH AND DINNER 8/3/2015 & 8/4/2015**

- Check the following and edit if necessary
 - o Date range
 - o Spelling
 - o Total reimbursement amount
 - o Detail line descriptions
- Click Attachments and attach all supporting documents.

https://employee.sfsd.org:444/ - Expense Reimbursement Request Maintenance - 05.15.06.00.03 - Windows Internet Explorer

Expense Reimbursement Request Maintenance

Reimbursement For: LUTZ, CHRISSY DAIGLE

Expenses From: 08/03/2015 To: 08/05/2015 3 Days

Purpose for Reimbursement: **REGION IV, STATE MANDATED CERTIFICATION - 8/3/2015 TO 8/5/2015 - MEALS AND MILEAGE**

Reimbursement payment option: Reimbursement Payment made via AP ACH

Total Reimbursement Amount: \$145.00

Optional Pre-verifier: *No pre-verification needed

Expense Reimbursement Detail Lines

Views: General Filters: *Skyward Default

#	Date	Type	Description/Customer	Quantity	Amount	Total Amount	G	R	D
1	08/03/2015	Meals	BREAKFAST, LUNCH AND DINNER 8/3/2015 & 8/4/2015	2.0000	25.0000	50.00	M	Y	
2	08/03/2015	Meals	LUNCH AND DINNER 8/5/2015	1.0000	20.0000	20.00	M	Y	
3	08/03/2015	Other	HOTEL PARKING 25.00 PER DAY FOR 3 DAYS	3.0000	25.0000	75.00	O	Y	

Attachments

Expense Reimbursement Request Attachments

Available Attachments for Exp Reimbursement #0000001284

Export Options Print Browse View Attachment

Type ▲	Description	Entered By	Entered Date	Entered Time	File Size	
						Add File

Expense Reimbursement Request Attachments

Capture Screen New Window My Print Queue ?

Add Expense Reimbursement Request Attachment

* Type:

Entered Date: 03/20/2018

Entered Time: 9:44 AM

Entered By: LINDSEY NICOLE CROCKOM

* Description:

* Attached File: Browse...

Save Back

Asterisk (*) denotes a required field

- Click save and then back

View Attachment

Add File

Add Link

Edit

Delete

Back

- Click save and submit for approval

Expense Reimbursement Request Maintenance

Expense Reimbursement Information

Reimbursement For: LUTZ, CHRISSEY DAIGLE

Expenses From: 08/03/2015 To: 08/05/2015 3 Days

Purpose for Reimbursement: REGION IV, STATE MANDATED CERTIFICATION - 8/3/2015 TO 8/5/2015 - MEALS AND MILEAGE

Edit Master Notes Attachments

Submit For Approval Save and Finish Later

The Expense Reimbursement will now be sent through the approval process.

- o If the request is denied the employee will receive an e-mail stating the information needed to resubmit the request
- o If approved the file will go to Accounts Payable queue where it will remain until employee returns
- Once employee returns, attach any additional receipts/documentation to the reimbursement request

*****NOTE:** If the PCard is being used to pay for registrations, make a note on the Expense Reimbursement stating that the PCard is being used. Once the transaction is processed, attach a copy of the receipt to the travel. This will help keep track of items that have already been paid or that need to be paid. If a check is need to pay registration fees or any other expenses, you will need to put a note on the Expense Reimbursement stating to whom the checks needs to be made

to and the amount. If additional items are needed, Notes will be added throughout the reimbursement process. Please check regularly if you are waiting on reimbursement.

Requesting a Travel PCard from the Business Office

Overnight travel PCards are available to check out in the Business Office. Please contact Deisy Rubio via e-mail at least 2 business days prior to travel to allow sufficient time to have the money added to the travel PCard.

Class Field Trip Processing

- Class Field Trip processing can be handled on a campus level and does not need to be entered in Skyward Employee Access.
- A completed Campus Field Trip Form with supporting documentation should be submitted to the campus principal for approval.
- Once approved, fees/deposits can be paid with the campus PCard.
- On the day of the event, the campus PCard can be used to pay the remaining balance of the trip.
- When the charge hits Works, upload all supporting documentation to the charge
- If a credit card is not accepted, an online check request should be entered to process the payment (two weeks prior to event).
 - Note: Check run deadlines apply to this process. Please refer to the AP calendar for cut off dates.
 - EX: A field trip dated May 17, 2017 must be approved by May 9th for the check to be process on May 12th.

May 2017						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- Checks can be picked up in the Business Office after 2:00 PM on the Friday prior to the event.

Travel forms are located on the SFISD website under Departments/Business/Accounts Payable & Travel.

Santa Fe ISD Employee Travel 17-18

3/20/2018

Travel will not be reimbursed without receipts and prior approval

Name:									
Campus				Department					
Request to Attend				Date of Event					
Event Name									
Destination City/State (Location)									
Depart Date:		Depart Time: AM/PM							
Return Date:		Return Time: AM/PM							
List additional SFISD staff attending the event:									
Hotel Information - Pcard Usage									
Lodging:		Nights @		per night		Total		\$ -	
Name of Hotel									
Load this amount to Campus Pcard for Hotel									
Registration Fee									
Pcard if accepted by vendor. If Pcard is not allowed by vendor, submit a Purchase Order so a check can be cut									
Registration Fees:		Employee @		Each		\$		-	
Registration Fees:		Employee @		Each		\$		-	
						\$		-	
Registration Fee Payable to									
Please mark an X by one:				Pay By Campus Pcard			Pay By Check		
Cost Incurred during the travel - Employee Expenses									
** If using a district vehicle, mileage will not be reimbursed. Use district gas credit card.									
* Mileage will only be reimbursed to one person not each person in the group									
Transportation:		0 Miles @ .45 a mile				\$		-	
Employee meals:		0 Breakfast @ \$5				\$		-	
		0 Lunch @ \$8				\$		-	
		0 Dinner @ \$12				\$		-	
				Total Meals/Mileage		\$		-	
Other Approved Expenses									
Example - Parking Fees at the hotel						\$		-	
		Admission to event				\$		-	
		Internet services				\$		-	
				Total Other		\$		-	
				Total Reimbursement		\$		-	
Please complete the justification for Out-Of-District Travel on the next page for IRS purposes									



SFISD TRAVEL CHECKLIST



Before: (MUST be fully approved prior to trip)

- ☐ Complete a Travel Form (*Located on SFISD website- Departments/Business/Accounts Payable & Travel*).
- ☐ Submit all travel information through Skyward Web/Employee Access/Expense Reimbursement at least 2 weeks before travel.
- ☐ Attach all necessary documents related to travel request
- ☐ Contact Sarah Pfluger if you need to request a PCard or for a temporary increase.
- ☐ Request a district vehicle through transportation if necessary.
- ☐ Take a copy of the Hotel Tax Exempt form
- ☐ Take a copy of the Texas Sales Tax Exempt form

During:

- ☐ Keep your ITEMIZED receipts if requesting reimbursement
- ☐ Keep your Proof of Attendance (name tag, conference ID, hand out, etc)

After: (Within 30 business days of your trip)

The following should be scanned and attached to the Skyward Employee Expense Reimbursement Request.

- ☐ Proof of Attendance
- ☐ Original Hotel Receipt
- ☐ Itemized Receipts
- ☐ MapQuest printout for mileage reimbursement
- ☐ Other Receipts for unforeseen expenses such as Uber or Taxi

Remember! Travel must be completed and all necessary documentation must be included in order to avoid delays. Also, time off and sub request should be submitted during the approval process.

Please contact Donna Folse if you have any questions regarding travel or expense reimbursements. 409-925-9025 or Donna.Folse@sfisd.org



U.S. General Services Administration

FY 2019 Per Diem Rates for Texas

Max lodging by month (excluding taxes.)

Primary Destination	County	2018 Oct	Nov	Dec	2019 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Standard Rate	Applies for all locations without specified rates	\$94	\$94	\$94	\$94	\$94	\$94	\$94	\$94	\$94	\$94	\$94	\$94
Arlington / Fort Worth / Grapevine	Tarrant County / City of Grapevine	\$164	\$164	\$164	\$164	\$164	\$164	\$164	\$164	\$164	\$164	\$164	\$164
Austin	Travis	\$145	\$145	\$145	\$160	\$160	\$160	\$145	\$145	\$145	\$145	\$145	\$145
Big Spring	Howard	\$101	\$101	\$101	\$101	\$101	\$101	\$101	\$101	\$101	\$101	\$101	\$101
College Station	Brazos	\$101	\$101	\$101	\$101	\$101	\$101	\$101	\$101	\$101	\$101	\$101	\$101
Corpus Christi	Nueces	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110
Dallas	Dallas	\$157	\$157	\$149	\$149	\$149	\$149	\$149	\$149	\$149	\$149	\$149	\$157
El Paso	El Paso	\$96	\$96	\$96	\$96	\$96	\$96	\$96	\$96	\$96	\$96	\$96	\$96
Galveston	Galveston	\$105	\$105	\$105	\$105	\$105	\$105	\$105	\$105	\$131	\$131	\$105	\$105
Houston (L.B. Johnson Space Center)	Montgomery / Fort Bend / Harris	\$131	\$131	\$131	\$131	\$131	\$131	\$131	\$131	\$120	\$120	\$120	\$120
Midland / Odessa	Midland / Andrews / Ector / Martin	\$142	\$142	\$142	\$142	\$142	\$142	\$142	\$142	\$142	\$142	\$142	\$142
Pecos	Reeves	\$154	\$154	\$154	\$216	\$216	\$216	\$154	\$154	\$154	\$154	\$154	\$154
Plano	Collin	\$121	\$121	\$121	\$121	\$121	\$121	\$121	\$121	\$121	\$121	\$121	\$121
Round Rock	Williamson	\$103	\$103	\$103	\$103	\$103	\$103	\$103	\$103	\$103	\$103	\$103	\$103
San Antonio	Bexar	\$126	\$126	\$126	\$126	\$126	\$126	\$126	\$126	\$126	\$126	\$126	\$126
South Padre Island	Cameron	\$94	\$94	\$94	\$94	\$94	\$96	\$96	\$96	\$117	\$117	\$94	\$94
Waco	McLennan	\$105	\$105	\$105	\$105	\$105	\$105	\$105	\$105	\$105	\$105	\$105	\$105

Santa Fe ISD Procurement Cards

April 2019

Section Contents:

- ✓ General Information
- ✓ What is the Procurement Card?
- ✓ Cardholder Eligibility
- ✓ Responsibilities of Program Participants
- ✓ Procurement Card Maintenance and Closure
- ✓ Using the Procurement Card – General Information
- ✓ Prohibited/Improper Purchases
- ✓ Submitting Appropriate Supporting Documentation
- ✓ Monthly Electronic Reconciliation using BOA WORKS
- ✓ Procurement Card/Account Number Security and Storage
- ✓ Lost, Misplaced or Stolen Procurement Cards
- ✓ Erroneous Declines
- ✓ Sales and Use Tax

General Information

The Santa Fe ISD Procurement Card Program has been established through Bank of America and is designed to help better manage low-dollar purchases by streamlining the number of purchase orders and accounts payable checks issued by the District.

The Procurement Card is not intended to avoid or bypass appropriate purchasing or payment procedures due to time constraints but to complement the existing processes available. It is to be used for Santa Fe ISD educational business purchases only. The purchase of personal items is prohibited and in violation of Board Policy.

The success of the Procurement Card Program and its continuing use depends on your participation and cooperation. Please be sure to read and follow the program guidelines as specified within this manual.

What is the Procurement Card?

The Procurement Card is a VISA credit card. It is a fast, flexible purchasing tool which offers an alternative to the existing purchasing processes and provides an efficient and effective method for purchasing and paying for small dollar items.

Procurement Cards are issued in each Budget Manager's general area or in a school's name with a unique number and has Santa Fe Independent School District clearly indicated on the card.

The Procurement Card is primarily designed for budget managers, department supervisors and campus administrators who purchase goods or services on behalf of the District. Eligible cardholders may obtain a Procurement Card by completing the Cardholder Agreement Form and obtaining the appropriate approvals. By signing this agreement, you indicate that you understand the intent of the Procurement Card Program, and will comply with all guidelines of the Fiscal Procedures Manual as well as District policies and procedures relating to the expenditure of District funds.

Permanent employees only are eligible to be cardholders. Any employee placed on administrative leave or under investigation for violating District policy will have Procurement Card privileges revoked. Volunteers and students are not allowed to possess or use the Procurement Card at any time. Cardholders should not allow the use of the card by anyone else.

Responsibilities of Program Participants

Prudent, good business judgment must be exercised at all times when making a purchase with a District Procurement Card. Cardholders are expected to be as conscientious with District funds as they would their own. Before any purchase is made, the cardholder must ask: **“How will this transaction be perceived by the public we serve?”** Any purchase perceived as being excessive, exorbitant or inconsistent with educational business purposes will be scrutinized, and if deemed inappropriate, the cardholder will be required to compensate the District from their personal funds for the difference in reasonable and customary costs. Failure to comply with any one or more of the listed items below may result in revocation of card privileges. Misuse of the card will subject Cardholder to disciplinary action in accordance with District policies and procedures relating to disciplinary action and termination for cause.

Cardholder

Responsibilities include the following:

- Complying with District policies and procedures and Procurement Card guidelines.
- The Procurement Card can only be used at allowed and/or approved vendors.
- The Budget Manager/cardholder is responsible for anyone they allow to use their Procurement Card.
- Ensure the Procurement Card is used for legitimate educational business purposes only.
- Securing the Procurement Card at all times.
- Making purchases and/or returns.
- Inform the vendor of tax-exempt status.
- Obtaining detailed sales receipts or other proof-of-purchase records for all transactions.
- Ensuring purchased goods and materials are received.
- Reviewing and validating all charges/credits appearing on the Procurement Card statement.
- Resolving billing errors and disputes with the vendor.
- Ensuring that funds are in the budget and available before purchases are made.
- Match detailed receipts with the Procurement Card statement.
- Uploading detailed receipts. Budget Manager will electronically approve transactions in the BOA Works system.
- Ensure that an appropriate credit for the reported disputed item or billing error appears on a subsequent Cardholder statement.

- Not accept cash in lieu of a credit to the Procurement Card account.
- Maintaining copies of statements and receipts.
- Immediately reporting lost, stolen or damaged cards to the SFISD Business Office.
- Report erroneous purchases to the SFISD Business Office as soon as possible.
- Return the Procurement Card to the SFISD Business Office upon terminating employment with the District or transferring Departments within SFISD.

Budget Manager

Responsibilities include the following:

- Complying with District policies and procedures and Procurement Card guidelines.
- The Budget Manager/cardholder is responsible for anyone they allow to use their Procurement Card.
- Ensure the Procurement Card is used for legitimate educational business purposes only.
- Retaining and reviewing vendor receipts. Verify receipts are uploaded with transactions in BOA Works system.
- Tracking the daily and monthly credit limits.
- Ensuring the monthly transactions listed in BOA Works system is approved.
- Attempting to resolve any disputes with vendor and/or Bank of America not resolved by Cardholder.
- Notifying SFISD Business Office of any unresolved disputes, noting the reason for dispute.
- Ensure the SFISD Business Office is made aware of lost or stolen cards.
- Requesting the SFISD Business Office to cancel a Cardholder's card (e.g. terminated employees, transferring departments, and loss of Procurement Card privileges).
- Collecting canceled cards from Cardholders and forwarding to the SFISD Business Office.

Business Office

The SFISD Business Office is responsible for the overall Procurement Card Program.

Responsibilities include the following:

- Santa Fe ISD liaison with Bank of America.
- Utilizing Software from Bank of America.
- Reviewing School/Department approved applications for completeness of required information.
- Submitting completed application to Bank of America and receiving Procurement Card from Bank of America.
- Training Cardholders and Budget Manager before releasing Procurement.
- Having Cardholder sign Cardholder Agreement, signifying agreement with the terms of the Procurement Card Program.
- Forwarding vendor set up requests to Bank of America.
- Assisting the Budget Manager with erroneous declines and emergency transactions.
- Securing revoked Procurement Cards and submitting information to Bank of America

Procurement Card Maintenance and Closure

All contact with Bank of America for card set up, maintenance and closure (except for reporting lost or stolen cards) will be handled by the SFISD Business Office.

The SFISD Business Office is required to close an account if a Cardholder: (a) moves to a new job, in which a Procurement Card is not required, (b) terminates employment or (c) for any of the following reasons which will also subject Cardholder to disciplinary action in accordance with SFISD Policies and Procedures relating to disciplinary action and termination for cause:

- The Procurement Card is used for personal or unauthorized purposes.
- The Procurement Card is used to purchase alcoholic beverages or any substance, material, or service which violates policy, law or regulation pertaining to SFISD.
- Cardholder/Budget Manager allows the card to be used by an unauthorized individual.
- Cardholder/Budget Manager splits a purchase to circumvent the limitations of the Procurement Card.
- Cardholder/Budget Manager uses another Cardholder's card to circumvent the purchase limit assigned to either Cardholder or the limitations of the Procurement Card.
- The Cardholder fails to provide the Budget Manager with required receipts.
- Cardholder/Budget Manager fails to provide, when requested, information about any specific purchase.
- Cardholder/Budget manager does not adhere to all of the Procurement Card policies and procedures.

Using the Procurement Card – General Information

Transaction Limits

Controls have been developed to limit certain purchases and dollar amounts charged to the card. These transaction limits may vary for each cardholder and will be established by the Chief Financial Officer.

- Single Purchase Limit: Maximum total amount for each purchase on the individual's Procurement Card. Each transaction may be comprised of multiple items, but the total cannot exceed the single transaction dollar limit on the Procurement Card. Do not split transactions into smaller amounts to circumvent or avoid the single transaction purchase limit placed on the card. Violation of this guideline may result in revocation of card use/privilege.
- Monthly Purchase Limit: Maximum total amount for purchases each month on the individual Procurement Cards (credit limit). Once the balance on the Procurement Card reaches the monthly dollar limit, subsequent purchases will be declined. Consequently, normal purchasing procedures must be used. Recommended spending/transaction limits are identified on the Cardholder Agreement Form. Request to increase the credit limit on a PCard must be approved by the budget manager. Compliance issues impact whether or not credit limits can be increased.

Merchant Category Codes (MCC)/Restricted Vendors

All vendors are assigned a Merchant Category Code (MCC) by their bank. Certain types of MCCs are prohibited and those vendors are blocked for all cardholders. These include but are not

limited to liquor stores, convenience stores, bars, lounges, adult entertainment facilities, etc. Attempting to purchase from merchants/vendors that are restricted will cause the transaction to be declined.

Fund Sources Allowed for Card Purchases

Purchases using the General fund (199), Student Nutrition (240), Campus Activity funds (461), a Student Activity funds (865) and Faculty funds (899) are allowed.

Prohibited/Improper Purchases

The Procurement card is to be used for District educational business purposes only and must not be used for any non-business or personal purchases. **Any personal purchase will be considered misappropriation of District funds, which constitutes a criminal offense and must be referred to the Chief Financial Officer, Human Resources and the Superintendent.** Furthermore, any purchase perceived as being exorbitant or inappropriate will be questioned, and if deemed so, must be reimbursed to the District. Cardholders who violate the Procurement Card guidelines will be subject to disciplinary action, up to and including cancellation of the Procurement Card and termination of employment.

The Procurement Card cannot be used to purchase the following items:

- Personal purchases (including gas for personal vehicles)
- Meals not substantiated with a business purpose, attendee listing or served offsite
- Gifts
- Gift cards for employees
- Cash Advances
- Alcoholic beverages
- Technology items – unless approved in advance by the technology department, business office and the warehouse has been notified of the deliver.
- Food items – unless it is for students, and/or business purpose (meetings). In the event of the business purpose documentation must be attached to the transactions. Agenda, sign in sheet and itemized receipt.

Submitting Appropriate Supporting Documentation

Receipts/Proof of Purchase

It is the cardholder's responsibility to obtain itemized sales receipts, internet/e-mail confirmations (e- receipts) or packing lists for all purchases using the Procurement Card.

Acceptable receipts contain:

- Vendor/merchant name
- Date of transaction
- Clear detailed description of the items and number of items being purchased
- Purpose/reason of purchase
- Detailed cost of the order which includes delivery charges

Unacceptable receipts include:

- Receipts without item description
- Receipts with vague item descriptions such as “gen mdse”, “misc”, “tax exempt item”, “item 1”, product numbers and serial numbers
- Receipts without vendor name, date of transaction and amount paid to vendor
- Receipts without a purchase/reason of purchase

NOTE: If a receipt is lost or is not itemized, it is the cardholder/Budget Manager’s responsibility to obtain a duplicate copy from the vendor. If the cardholder is unable to obtain a copy of the receipt, the cardholder/budget manager will be required to reimburse the District with his/her personal funds for the unsupported transactions.

Monthly Electronic Reconciliation Using BOA Works

Secretaries and/or Bookkeepers and Budget Managers should reconcile to the pending transactions listed in the BOA Works system and attach corresponding receipts and other supporting documentation within two business days of the purchase. Allocation details must be filled out completely in the BOA Works system, stating the budget code and description of purchase – including the education purpose. Discrepancies between the receipts and statement should be resolved between the cardholder/Budget Manager and vendor. The reconciler should maintain copies of statements and receipts. The transaction should be completely processed and approved within five business days from the time of the purchase. The receipts, agenda, and attendee list should be attached within five business days of the purchase. The transaction should be approved by the Budget Manager within five business days of the purchase.

Procurement Card/Account Number Security and Storage

Cardholders should always treat SFISD Procurement card with at least the same level of care as one does their own personal credit cards. The card should be maintained in a secure location and the card account number should be carefully guarded.

Cards issued to a school/department may be used by approved employees from that location. Cards must be returned within two days of issuance to the Budget Manager.

Lost, Misplaced or Stolen Procurement Cards

Report any lost or stolen Procurement card immediately to Bank of America toll-free at 1-800-300- 3084. Bank of America representatives are available to assist you 24 hours a day, 365 days a year. Be sure to notify your Budget Manager and the SFISD Business Office about the lost or stolen card as soon as possible.

Erroneous Declines

There may be certain situations when a vendor receives a decline message when processing your Procurement card transaction. If you do not know the reason for the decline, contact Bank of America at 1-800-300-3084 for an explanation. If the decline was in error, the Cardholder should immediately contact the SFISD Business Office for assistance. If purchase is being made outside of normal business hours, the employee must find an alternate payment method or

terminate the purchase and contact the SFISD Business Office during normal business hours.

Sales and Use Tax

The District is a tax-exempt entity and is not subject to sales tax for purchases within Texas. It is the responsibility of the cardholder to inform the vendor that the transaction will be tax-exempt prior to processing the sale. Be sure to present the Texas Sales and Use Tax Exemption Certification form to the vendor to make them aware the District is a tax-exempt organization. If the vendor charges sales tax, the cardholder must contact the vendor and obtain a credit or reimburse the District for sales tax charged. Do not accept cash as reimbursement to settle the sales tax error. Instruct the vendor to credit the Procurement card that was charged.

Texas Sales and Use Tax Exemption Certification form Attachment D)
Erroneously paid tax is the responsibility of the cardholder.

Recommended Procedures for using the District Procurement Card:

1. The Financial Clerk must keep a log of who has checked out the Procurement card.
2. Once the card and receipt are returned, the original receipt should be scanned into the BOA Works System.
3. The Procurement Card is not to be used for personal purchases under any circumstance.
4. Card user is responsible for verifying no tax is being charged. If tax is charged, contact the Purchasing or AP Specialist.
5. Cardholder agrees to surrender the card immediately upon request, transfer to another position or termination of employment, whether for retirement, voluntary or involuntary reasons.
6. Campuses/departments not following proper procedures may forfeit the use of their Procurement Card.

WORKS Shortcuts April 2020

Different views for different levels of approvers. CAUTION: Accountant option allows all transactions to be swept at one time – ready or not. There is a way to sort by allocation and the transactions without an account code should be left alone and not swept/closed.

Bank of America Merrill Lynch Works®

Home Expenses Accounts Reports Accounting Administration

Transactions Accountant

Account	Count	Type	Current Status
Accountant	18	Transaction	Open
Accountant	80	Transaction	Pending
Accountant	1	Expense Report	Pending
Accountant	38	Transaction	Pending
Approver	12	Transaction	Pending

5 items Show 10 per page Page: 1 of 1

>> Allows the user to change the filters – great option for only looking at one month or date range
Tab Labels:

- Pending Sign Off – is before the proxy (secretary/bookkeeper) is finished with the transaction
- All – lets' the user look at all transactions since the beginning

Bank of America Merrill Lynch Works®

Home Expenses Accounts Reports Accounting Administration

Expenses > Transactions > Accountant

Transactions > Accountant

>> Pending Sign Off Open Ready to Batch Flagged All

Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp Val Auth

You can change the advance filter. It is helpful to change the date range to only show the prior month. Click on the + sign to type in the date range or highlight the calendar days. Once the date range has been selected, the user MUST select the Search button at the bottom of the Advance Filter.

The screenshot displays the Bank of America Merrill Lynch WorkSpace interface. At the top, the Bank of America Merrill Lynch logo is on the left, and the WorkSpace logo is on the right. Below the logo, there is a navigation bar with tabs for Home, Expenses, and Accounts. Under the Expenses tab, a breadcrumb trail shows 'Expenses > Transactions > Accountant'. The main content area is titled 'Transactions - Accountant' and has a sub-header with tabs for '<', 'Pending Sign Off', 'Open', and 'Re'. Below this is the 'Advanced Filter' section, which contains a list of filter criteria, each with a '+' sign and a 'Show All' button. The criteria are: Date - All Dates, Group - All, Account - All, Purchase Request - All, Amount Range - All, Dispute Status - All, Account Status - All, Allocation Complete - All, Allocation Valid - All, Allocation Authorized - All, AH Sign Off - Show All, APR Sign Off - Show All, and Matched Status - All. At the bottom of the filter section are 'Search' and 'Reset' buttons. A red arrow points to the '+' sign next to the 'Date' filter, and another red arrow points to the 'Search' button.

Bank of America Merrill Lynch | WorkSpace

Home Expenses Accounts

Expenses > Transactions > Accountant

Transactions - Accountant

< Pending Sign Off Open Re

Advanced Filter

- + Date - All Dates
- + Group - All
- + Account - All
- + Purchase Request - All
- + Amount Range - All
- + Dispute Status - All
- + Account Status - All
- + Allocation Complete - All
- + Allocation Valid - All
- + Allocation Authorized - All
- + AH Sign Off - Show All
- + APR Sign Off - Show All
- + Matched Status - All

Search Reset

Merrill Lynch

Home Expenses Accounts Reports Accounting Administration

Expenses > Transactions > Accountant

Transactions - Accountant

<< Pending Sign Off Open Ready to Batch Flagged All

Advanced Filter

- Date - All Dates
- Group - All
- Account - All
- Purchase Request - All
- Amount Range - All
- Dispute Status - All
- Account Status - All
- Allocation Complete - All
- Allocation Valid - All
- Allocation Authorized - All
- AH Sign Off - Show All
- APR Sign Off - Show All
- Matched Status - All

Search Reset

Select Dates

MM DD YY
2 20 2017
3 21 2017

Month-to-Date
Cycle-to-Date
Year-to-Date
Selected Week
Selected Month
Selected Cycle
Previous Week
Previous Month
Previous Cycle
Today
Custom
Past 30 days

Apply to Date Posted

OK Cancel

Using the All option tab. Make sure the “show” number at the display number at the bottom is small otherwise it will take a long time to load. The user can change the date range to see specific transactions.

Bank of America Merrill Lynch Works

Home Expenses Accounts Reports Accounting Administration

Expenses > Transactions > Accountant

Transactions - Accountant

<< Pending Sign Off Open Ready to Batch Flagged All

Advanced Filter

- Date - 02/20/2017 - 02/22/2017
- Group - All
- Account - All
- Purchase Request - All
- Amount Range - All
- Dispute Status - All
- Account Status - All
- Allocation Complete - All
- Allocation Valid - All
- Allocation Authorized - All
- AH Sign Off - Show All
- APR Sign Off - Show All
- Matched Status - All

Search Reset

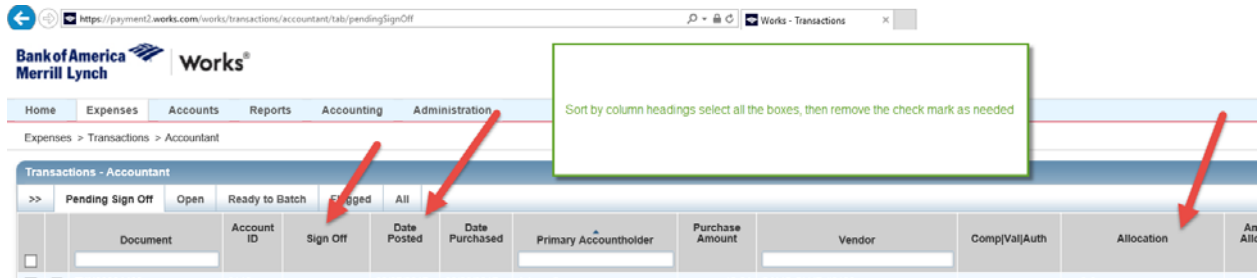
0 Selected 147 items

Document	Account ID	Sign Off	Date Posted	Date Purchased	Purchase Amount	Allocation	Amount Allocated	Batched In
TXN00004290	8461	AH (APR) ACT	02/20/2017	02/17/2017	199.36.6412.06.801.0-91.099	32.95	Feb 2017 030717	
TXN00004291	7325	AH (APR) ACT	02/20/2017	02/17/2017	199.51.6317.07.951.0-99.212	43.47	Feb 2017 Batch 031017	
TXN00004292	1372	AH (APR) ACT	02/20/2017	02/18/2017	multiple	12.04	Feb 2017 batch 022717	
TXN00004293	1372	AH (APR) ACT	02/20/2017	02/18/2017	multiple	66.29	Feb 2017 batch 022717	
TXN00004294	7086	AH (APR) ACT	02/20/2017	02/17/2017	199.21.6411.15.999.0-99.100	150.00	Feb 2017 030717	
TXN00004295	0431	AH (APR) ACT	02/20/2017	02/17/2017	224.13.6411.00.999.7-23.100	140.00	Feb 2017 batch 022717	
TXN00004296	1573	AH (APR) ACT	02/20/2017	02/18/2017	461.00.2190.06.801.0-00.167	151.22	Feb 2017 030717	
TXN00004297	2229	AH (APR) ACT	02/20/2017	02/17/2017	199.11.6399.08.001.0-22.067	213.85	Feb 2017 compliance	
TXN00004298	0431	AH (APR) ACT	02/20/2017	02/17/2017	224.13.6411.00.999.7-23.100	70.00	Feb 2017 batch 022717	
TXN00004299	0875	AH (APR) ACT	02/20/2017	02/15/2017	461.00.2190.02.041.0-00.101	-0.50	Feb 2017 batch 022717	

Show 147 items

Page 1 of 25

The user can sort the column headings to help with the selection process. Select based on Allocation and all the transactions with an account code will sort together.



Type in the vendor field to see all the matching vendors.

By clicking on the Columns button you can customize your screen. For example, if you click on the receipt box it will then show you if a receipt has been attached to the transaction.

Home

Expenses

Accounts

Reports

Accounting

Administration

Expenses > Transactions > Accountant

Santa Fe ISD

Transactions - Accountant

>>

Pending Sign Off

Open

Ready to Batch

Flagged

All

Clear Filters

Columns ▾

	Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp Val Auth	Allocation	Amount Allocated	Batched In	Receipt
☐	TXN00004401	0245	AH	03/02/2017	03/01/2017	Martin, Destini	356.11	SSI SCHOOL SPECIALTY	✓ ✓ ✓	199.11.6399.04.104.0-11.230	356.11		Yes
☐	TXN00004407	0245	AH	03/02/2017	03/01/2017	Martin, Destini	200.00	IN RAPTOR TECHNOLOGIES,	✓ ✓ ✓	199.11.6399.04.104.0-11.230	200.00		Yes
☐	TXN00004441	6478	AH	03/06/2017	03/04/2017	Department 2, Athletics	95.76	CICIS PIZZA 132	✓ ✓ ✓	199.36.6412.06.801.0-91.099	95.76		Yes
☐	TXN00004442	8461	AH	03/06/2017	03/04/2017	Kanipes, Mark	33.62	MCDONALD'S F33245	✓ ✓ ✓	199.36.6412.06.801.0-91.099	33.62		Yes

Works

Home

Expenses

Accounts

Reports

Accounting

Administration

Expenses > Transactions > Accountant

Santa Fe ISD

Transactions - Accountant

>>

Pending Sign Off

Open

Ready to Batch

Flagged

All

Clear Filters

Columns

	Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp Val Auth	Allocation	Amount Allocated	Batched In
☐	TXN00004401	0245	AH	03/02/2017	03/01/2017	Martin, Destini	356.11	SSI SCHOOL SPECIALTY	✓ ✓ ✓	199.11.6399.04.104.0-11.230	356.11	
☐	TXN00004407	0245	AH	03/02/2017	03/01/2017	Martin, Destini	200.00	IN RAPTOR TECHNOLOGIES,	✓ ✓ ✓	199.11.6399.04.104.0-11.230	200.00	
☐	TXN00004441	6478	AH	03/06/2017	03/04/2017	Department 2, Athletics	95.76	CICIS PIZZA 132	✓ ✓ ✓	199.36.6412.06.801.0-91.099	95.76	
☐	TXN00004442	8461	AH	03/06/2017	03/04/2017	Kanipes, Mark	33.62	MCDONALD'S F33245	✓ ✓ ✓	199.36.6412.06.801.0-91.099	33.62	
☐	TXN00004444	2267	AH	03/06/2017	03/03/2017	Janice, Lynda	20.37	SHIPLEY DONUTS	✓ ✓ ✓	461.00.2190.02.041.0	20.37	
☐	TXN00004454	8461	AH	03/06/2017	03/03/2017	Kanipes, Mark	299.50	CICIS PIZZA #775	✓ ✓ ✓	461.00.2190.06.801.0	299.50	
☐	TXN00004457	2267	AH	03/07/2017	03/06/2017	Janice, Lynda	55.68	WM SUPERCENTER #529	✓ ✓ ✓	199.11.6399.02.041.0	55.68	
☐	TXN00004458	0113	none	03/07/2017	03/06/2017	Adoor, Casey	92.80	SAMS CLUB #8190	✗ ✓ ✓	0-0	92.80	
☐	TXN00004460	0113	none	03/07/2017	03/06/2017	Adoor, Casey	19.04	SAMS CLUB #8190	✗ ✓ ✓	0-0	19.04	

Primary Accountholder

Purchase Amount

Purchase ID

Push Payment

Receipt

Reference

Sales Tax

Sales Off

Sign Off AH Date

Sign Off AH Name

Save

Biggest compliance issues:

- Sales tax
- Hotel parking tax
- No itemized receipt
- No explanation or description on the receipt
- No agenda and/or sign in sheet with food items
- Inappropriate purchase (gasoline)
- Food items on receipt with no explanation – can't stock the lounge with cokes, coffee etc. Need description such as weekly parent meeting, Friday administrative staff meeting, department meetings etc
- Testing week – convenience since staff can't leave the building

Helpful hints:

- Write explanations on the receipts or in the comment section of the transactions
- List the number of students/players who participated and ate during the meal
- List event on the receipt – Brenham baseball weekend tournament

NEW FOR 2019/2020

When adding the account code, the expense category (commodity code) must be selected for each purchase. You must add the column "Exp Category" as shown below. Refer to the commodity code listing and the drop down will be listed in numerical order by commodity code.

Accountant																						
Sign Off	Open	Ready to Batch	Flagged	All																Clear Filters		Columns
					Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp/Val/Auth	Allocation	Amount Allocated	Batched In	Receipt	Sales Tax	Account	Comments		
					919 - 04/15/2019																☒ Comments	
																					☒ Comp/Val/Auth	
																					☒ Date Posted	
																					☒ Date Purchased	
																					☒ Dispute Submitted	
																					☒ Exp Category Name	
																					☒ Exp Category Note	
																					☒ Flagged	
																					☒ Flagged By	
																					☒ Flagged Date	
																					Save	

Allocation Details - TXN00014236 - FORUM BOWLING CAFE
04/01/2019 | Source Amount : 8,00.1150

Allocation
Purchase Amount: 8.00 Tax Amount: 0.00 Allocation Total: 8.00 | 100% Variance: 0.00

GL02: Function	GL03: Object Code	GL04: Sub Object	GL05: Location	GL06: Year	GL07: PIC	GL08: Local	Category	Note
				0	0		10910-APPAREL ADMIN	

0 Selected | 1 Item

Remove Add Duplicate Clear GL

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Sales Tax Included	8.00	0.00	0.00	77510

☐ Adjust Amount

Transaction Detail - 5812 (EATING PLACES, RESTAURANTS)

Details are not available for this transaction.

Copy to Allocation

Comments
Add Comment

Save Save and Allocate Next Close

**Santa Fe Independent School District
Student Fee Management**

STUDENT FEE DEPOSITS AND PAYMENTS

All student fee payments must be deposited in a timely manner. If there are payments taken at the end of the month but not deposited until the next month, a report needs to be ran for those days and sent over to Kathy Mullikin, in the Business Office. This will allow for those charges to be posted in Skyward Finance in the same month as to which the funds were deposited. ALL student fee payments should be recorded in Skyward student billing and should NOT be deposited as a cash receipt in Skyward Finance.

WAIVERS

Any waivers that need to be issued, MUST be done in the same month as the charge and/or payment. If a waiver is to be issued then, we must have a note in the system as to why the waiver is being issued.

BALANCING REPORTS-MONTHLY

At the end of each month the bookkeeper needs to balance all fines and fees collected in Skyward student billing, and make sure it matches what was deposited into the bank. Monthly reports can be ran in Skyward student (administration/reports) by using the Fees Paid Report and then filter by date. This report should be printed, signed off on and sent to the Jennifer Walton in the Business Office. A credit balance report should also be ran at the end of each month. All students with a credit balance should be looked at, and if a charge needs to be issued for the credit balance, then it needs to be done in the same month that the credit was issued. Reports should also be ran in Revtrak and balance to all credit and online entered in to Skyward student billing. For any student fee balancing questions call Kathy Mullikin at 409-925-9023.

TO APPLY A FINE/FEE & RECORD THE PAYMENT:

This screenshot shows the Skyward web application interface. The top navigation bar includes 'Home', 'Students', 'Families', 'Staff', 'Student Services', 'Food Service', 'Office', 'Administration', 'Educator Access Plus', 'Advanced Features', 'Federal/State Reporting', and 'Custom Reports'. The 'Administration' menu is expanded, showing sub-menus like 'Busing', 'Obligations', and 'SkyBuild'. The 'Fee Management' sub-menu is highlighted with a red arrow, and its options (Customers, Quick Entry, Mass Fee Creation, General Ledger Update, Year End Reports) are visible. A red arrow also points to the 'Administration' menu item in the top bar.

This screenshot shows the 'Customers' page in the Skyward application. The 'Views' dropdown is set to 'Customer Details'. A search bar is present with the text 'Search for the student that you are looking for.' A red arrow points to the search bar. The table below shows a list of customers, with the first row highlighted.

Last Name	First	Middle	W	Has Fees	Stu?	S	Gr	GY	Sch	Birthdate	Age	G	Student Type	Student ID	Phone Number	Address	Advisor
DOE	JOHN			Y	Y	A	09	2019	001	07/13/2001	14	M	DROPOUT RECOVERY P				

This screenshot shows the 'Fee Activity' page in the Skyward application. The 'Views' dropdown is set to 'Customer Details'. The 'Payors' section shows 'JOHN DOE' as the payor. The 'Customer Setup Information' section shows 'Registration Date: 08/31/2015' and 'Student is Waived: No'. The 'Fee Activity (2016)' section is expanded, showing a table of fee activities. A red arrow points to the 'Add Charge' button. A text box explains the next steps: 'Scroll down to the "Fee Activity" section. Here you will see the options to "Add Charge" or "Add Receipt". Also, below that you will see previous charges and payments associated with the selected student. 1) Select "Add Charge".'

Charges: 10.00 Payments: 10.00 Other Credits: 0.00 [?] Credit Balance: 0.00 Balance Due: 0.00 Prepayments: 0.00

Effective Date	Due Date	Type	BILL CODE	Description	Amount	Paid	Due
09/01/2015	09/01/2015	G	LOST ID	Lost ID	10.00	10.00	0.00
09/01/2015	09/01/2015	P	CHECK	Check	-10.00	-10.00	0.00

TO APPLY A FINE/FEE & RECORD THE PAYMENT:

Add Charge - Entity 001 - WS\AD\FM\CU - 10691 - 05.15.06.00.06 - Windows Internet Explorer

http://10.100.10.187/scripts/wsisa.dll/WSservice=wsEplus/sfeemedit014.w?pSchlYr=2016&pWhereFrom=sfeembrws005&pYearContext=CY&isPopup=true

Add Charge

Add Charge [School Year: 2015-16]

Payor/Customer: **DOE, JOHN** Grade/Grad Yr: **09** **2019** Other Id:

Charges

Eff. Date ▲	Due Date	Bill Code	Description	Amount
There are no records to display; check your filter settings.				

0 records displayed

Select the Bill Code type then click "Add to List".

Bill Codes

Activity Fees | Course Fees | Fee Groups

Bill Codes | Select By: ☐ Code ☐ Description ☐ List

Bill Code: **Add to List**

Bill codes to add to Charges browse

Code	Type	Description	Amount
------	------	-------------	--------

Remove Selected
Remove All
Maint. Pay Plans

Add Charge - Entity 001 - WS\AD\FM\CU - 10691 - 05.15.06.00.06 - Windows Internet Explorer

http://10.100.10.187/scripts/wsisa.dll/WSservice=wsEplus/sfeemedit014.w?pSchlYr=2016&pWhereFrom=sfeembrws005&pYearContext=CY&isPopup=true

Add Charge

Add Charge [School Year: 2015-16]

Payor/Customer: **DOE, JOHN** Grade/Grad Yr: **09** **2019** Other Id:

Charges

Eff. Date ▲	Due Date	Bill Code	Description	Amount
There are no records to display; check your filter settings.				

0 records displayed

Bill Codes

Activity Fees | Course Fees | Fee Groups

Bill Codes | Select By: ☐ Code ☐ Description ☐ List

Bill Code: **Add to List**

Bill codes to add to Charges browse

Code	Type	Description	Amount
LOST ID	G	Lost ID	10.00

Remove
Clear List
Send to Charges Browse

Once all bill codes are selected that need to be added to this student click "Send to Charges Browse".

TO APPLY A FINE/FEE & RECORD THE PAYMENT:

Add Charge - Entity 001 - WS\AD\FM\CU - 10691 - 05.15.06.00.06 - Windows Internet Explorer
http://10.100.10.187/scripts/wsisa.dll/WServices=wsEApplus/sfeemedit014.w

Add Charge

Add Charge [School Year: 2015-16]
Payor/Customer: **DOE, JOHN** Grade/Grad Yr: 0

If everything listed under "Charges" is correct then click "Create".

Charges

Eff. Date	Due Date	Bill Code	Description	Amount
09/01/2015	09/01/2015	LOST ID	Lost ID	10.00

1 records displayed

Bill Codes | Select By: ☐ Code ☐ Description ☐ List

Activity Fees | Bill Code:

Course Fees | Bill codes to add to Charges browse

Code	Type	Description	Amount
------	------	-------------	--------

Fee Groups

Remove Selected
Remove All
Maint. Pay Plans

Create
Back

SANTA FE HIGH (001)

Home | Students | Families | Staff | Student Services | Food Service | Office | **Administration** | Educator Access Plus | Advanced Features | Federal/State Reporting | Custom Reports

Customers

Views: Customer Details | Filters: test

Last Name	First	Middle	W	Han	Stu?	S	Gr	GY	Schl	Birthdate	Age	G	Student Type	Student ID	Phone Number	Address	Advisor
-----------	-------	--------	---	-----	------	---	----	----	------	-----------	-----	---	--------------	------------	--------------	---------	---------

Payors

Payor Name	Invoice Nbr	Pri	Act	Cur Pay Plan	Nxt Pay Plan	Payor Address
JOHN DOE		Yes	Yes			

Customer Setup Information | Maintain Setup

Registration Date: 08/31/2015
Student is Waived: No

☐ Add to next year (2017)

Organizations
Affiliations
Tuition Types

Fee Activity (2016) | Add Charge | Add Receipt | View All Fees

Charges: 20.00 | Payments: 10.00 | Other Credits: 0.00 | [?] Credit Balance: 0.00 | Balance Due: 10.00 | Prepayments: 0.00

☐ Hide Voided Charges and Payments ☐ Hide Adjustment Receipts

	Effective Date	Due Date	Type	Bill Code	Description	Amount	Paid	Due
Maintain	09/01/2015	09/01/2015	G	LOST ID	Lost ID	10.00	10.00	0.00
Maintain	09/01/2015	09/01/2015	P	CHECK	Check	-10.00	-10.00	0.00
Maintain	09/01/2015	09/01/2015	G	LOST ID	Lost ID	10.00	0.00	10.00

(Page 1 of 1) Records 1 - 3 of 3

Next Year Fee Activity (2017) | Add Next Year Charge | Add Next Year Receipt | Add Prepayment | View All Fees

You will now see that charge listed under the students account.

Quick Print
Add
Delete
History
Transaction Log
NSF
Obligation
User Preferences
FEE Notes (0)

TO APPLY A FINE/FEE & RECORD THE PAYMENT:

SANTA FE HIGH (001)

Lindsey Foley Account Preferences Exit ?

Home Students Families Staff Student Services Food Service Office Administration Educator Access Plus Advanced Features Federal/State Reporting Custom Reports

Customers

Views: Customer Details Filters: test

Last Name First Middle W Has Fees Stu? S Gr GY Sch Birthdate Age G Student Type Student ID Phone Number Address Advisor

Customer Setup Information Maintain Setup

Registration Date: 06/31/2015
Student is Waived: No

☐ Add to next year (2017) ?

Organizations Add
Affiliations Add
Tuition Types Add

To add a payment click "Add Receipt"

Fee Activity (2016) Add Charge Add Receipt View All Fees

Charges: 20.00 Payments: 10.00 Other Credits: 10.00 [?] Credit Balance: 0.00 Balance Due: 0.00 Prepayments: 0.00

☐ Hide Voided Charges and Payments ☐ Hide Adjustment Receipts

	Effective Date	Due Date	Type	Bill Code	Description	Amount	Paid	Due
Maintain	09/01/2015	09/01/2015	G	LOST ID	Lost ID	10.00	10.00	0.00
Maintain	09/01/2015	09/01/2015	P	CHECK	Check	-10.00	-10.00	0.00
Maintain	09/01/2015	09/01/2015	G	LOST ID	Lost ID	10.00	10.00	0.00
Maintain	09/01/2015	09/01/2015	P	CHECK	Check	-10.00	-10.00	0.00
Maintain	09/01/2015	09/01/2015	P	ADJUST	Adjustment	10.00	10.00	0.00
Maintain	09/01/2015	09/01/2015	G	LOST ID	Lost ID **Reversal**	-10.00	-10.00	0.00

(Page 1 of 1) Records 1 - 6 of 6

Next Year Fee Activity (2017) Add Next Year Charge Add Next Year Receipt Add Prepayment View All Fees

Add Receipt - Entity 001 - WSADFM/CU - 10691 - 05.15.06.00.06 - Windows Internet Explorer

http://10.100.10.187/scripts/wsisa.dll/WSservice=wsEPlus/sfeemedit015.w?pSchlYr=2016&pWhereFrom=sfeembrws005&pSelCustFrom=&pYearContext=CY&pAutoAction=&pBDDID=0&isPopup=true

Add Receipt

Add Receipt [School Year: 2015-16]

Payor: DOE, JOHN Grade/Grad Yr: 09 2019

Deposit: lindsey.foley * Payment Date: 09/01/2015 Check #: Amount Tendered: 0.00

Receipt: 112 ? Check Amnt: 0.00 Payment Amount: 0.00

* Bill Code: CHECK Check Change: 0.00

Comment: Amount Due: 10.00

Maximum characters: 110, Remaining characters: 110

Charges [Pay Plan]

Due Date	Eff. Date	Bill Code	Description	Amount	Apply	Paid	Cd
09/01/2015	09/01/2015	LOST ID	Lost ID	10.00	0.00	0.00	

1 records displayed

Bill Codes Bill Codes | Select By: Code Description List Add Fee to: *DOE, JOHN

Activity Fees Bill Code: Add to List

Course Fees Bill codes to add to Charges browse

Code	Type	Description	Amount

Fee Groups Existing Fees

Asterisk (*) denotes a required field

javascript:if (cbs("bUserPref")) {UserPrefs();}

125%

TO APPLY A FINE/FEE & RECORD THE PAYMENT:

Add Receipt - Entity 001 - WSAD\FM\CU - 10691 - 05.15.06.00.06 - Windows Internet Explorer
http://10.100.10.187/scripts/wsisa.dll/WSservice=wsEPlus/sfeemedit015.w

Add Receipt

Add Receipt [School Year: 2015-16]

Payor: **DOE, JOHN** Grade/Grad Yr: **09** **2019** Other Id:

Deposit: **lindsey.foley** * Payment Date: **09/01/2015** Check #: **56789** Amount Tendered: **10.00**
 Receipt: **112** ? Check Amnt: **10.00** Payment Amount: **10.00**
 * Bill Code: **CHECK** Check Change: **0.00**
 Comment: **Payment for lost badge** Amount Due: **0.00**
 Maximum characters: 110, Remaining characters: 88

Charges [Pay Plan]

Due Date	Eff. Date	Bill Code	Description	Amount	Apply	Paid	Co
09/01/2015	09/01/2015	LOST ID	Lost ID	10.00	10.00	0.00	

1 records displayed

Bill Codes | Select By: ☐ Code ☒ Description ☐ List Add Fee to: ***DOE, JOHN**

Activity Fees Bill Code: **Add to List**

Course Fees Bill codes to add to Charges browse

Code	Type	Description	Amount

Fee Groups

Existing Fees

Asterisk (*) denotes a required field

Verify amount was applied and click "Create"

Create Back PIF User Preferences

Remove Selected Remove All Maint Pay Plans

125%

TO APPLY A FINE/FEE & RECORD THE PAYMENT:

Customers - Customer Details - Entity 001 - WS\AD\FM\CU - 10691 - 05.15.06.00.06 - Windows Internet Explorer

http://10.100.10.187/scripts/wsisa.dll/WSservice=wsEApplus/sfeemedit066.w?hPmtId=399&isPopup=true

Receipt will appear. Click "Back" to complete the task.







[Print](#)
[Back](#)

SANTA FE HIGH

Payor: DOE, JOHN

Grade: 09

Date: 09/01/2015
 Receipt #: 112
 Payment Type: CHECK
 Check #: 56789 Amt: 10.00

Code	Description	Charge	Previous Payments	Current Payment	Tax Paid	Balance Due
LOST ID	Lost ID	10.00	0.00	10.00	0.00	0.00

Entered By: lindsey.foley

Amount Tendered: 10.00
 Amount Paid: 10.00
 Change Returned: 0.00
 Balance Due: 0.00

125%

*Please know that this is just a sample for instructions only.

QUICK ENTRY: FEES/FINES

SKYWARD SANTA FE HIGH (001)

Home Students **Administration** Educator Access Plus Advanced Features Federal/State Reporting Custom Reports

Click on "Administration", then select "Quick Entry"

Administration Setup

- Fee Management** Setup
 - Customers
 - Quick Entry**
 - Mass Fee Creation
 - General Ledger Update
 - Year End
 - Reports

Busing Setup

- Busing Master
- Reports

SkyBuild

- Imports
- Exports

Obligations Setup

- Entry by Student
- Reports

RSS Feeds

Currently there are no RSS Newsfeeds selected
Click here to select RSS Newsfeeds to display

Add links to your favorite sites on the web.
Add Web Favorite

Quick Entry Default Receipt Options - Entity 001 - WS\AD\FM\QE - 27187 - 05.15.06.00.06 - Windows Internet Explorer

http://10.100.10.187/scripts/wsisa.dll/WSservice=wsEAplus/sfeemedit093.w?isPopup=true

Quick Entry Default Receipt Options

Select the default settings to use during this Quick Entry session. Each new receipt will automatically load these values. If you have chosen to **Suppress the Receipt Settings screen for each payor selected** you can still choose to change the settings on an individual receipt by clicking the Change Settings link at the upper right corner of the Receipt Quick Entry screen and the modifications will only apply to the current receipt.

☐ Do not default **Payment Date** to today

☐ Suppress the **Receipt Settings** screen for each payor selected

Save **Back**

125%

QUICK ENTRY: FEES/FINES

SKYWARD SANTA FE HIGH (001) ▾

Home ▾ Students Families Staff Student Services Food Service Office Administration Educator Access Plus Advanced Features Federal/State Reporting Custom Reports 🔍

Quick Entry ☆

Receipt Quick Entry [School Year: 2015-16]

* Payor: ▾

Asterisk (*) denotes a required field

Enter students name here.

SKYWARD SANTA FE HIGH (001) ▾

Home ▾ Students Families Staff Student Services Food Service Office Administration Educator Access Plus Advanced Features Federal/State Reporting Custom Reports 🔍

Quick Entry ☆

Receipt Quick Entry [School Year: 2015-16]

* Payor: DOE_JOH000 ▾ JOHN DOE

Asterisk (*) denotes a required field

Verify this is the correct student and campus, then click "Proceed".

Receipt Settings - Entity 001 - WS\AD\FM\QE - 27187 - 05.15.06.00.06 - Windows Internet Explorer
http://10.100.10.187/scripts/wsisa.dll/WSservice=wsEApplus/sfeemedi061.w?pContext=Set&isPopup=true

Receipt Settings

Payor: DOE_JOH000 - DOE, JOHN

School Year Context: Current Year ▾ ?

Entity: 001 ▾ ?

Receipt Type: Unwaived ▾ ?

Customers

Entity	Name Key	Full Name	Waived	Show
001	DOE_JOH000	DOE, JOHN		✓

Proceed Back

QUICK ENTRY: FEES/FINES

SKYWARD SANTA FE HIGH (001) Lindsey Foley Account Preferences Exit ?

Home ▾ Students Families Staff Student Services Food Service Office Administration Educator Access Plus Advanced Features Federal/State Reporting Custom Reports

Quick Entry

Receipt Quick Entry [School Year: 2015-16]
 * Payor: DOE JOH000 * JOHN DOE Cur Yr Receipt | Entity: 001 | Rpt: Non-Waiver [Change Settings]

Deposit: Lindsey.Foley * Payment Date: 09/01/2015 Check #: Check Amt: 0.00
 Receipt: 106 Amount Tendered: 0.00
 * Bill Code: CHECK Payment Amount: 0.00
 Comment: Rcpt Quick Entry Change: 0.00
 Amount Due: 0.00

Charges [Pay Plan]
 Due Date ▴ EIT Date Bill Code Description Amount Apply Paid Comment
 There are no records to display; check your filter settings.

0 records displayed

Bill Codes Select By: Code Description List Add Fee to: *DOE, JOHN

Activity Fees Bill Code: Add to List
 Course Fees Bill codes to add to Charges browse:
 Fee Groups Code Type Description Amount
 Existing Fees

0 records displayed

Bill Codes Select By: Code Description List Add Fee to: *DOE, JOHN

Activity Fees Bill Code: Add to List
 Course Fees Bill codes to add to Charges browse:
 Fee Groups Code Type Description Amount
 Existing Fees

LOST ID G LOST ID 10.00 Remove
 Clear List
 Send to Charges Browse

The charge now shows up and needs to be applied to the student. Click "Send to Charges Browse" to apply the fee/fine to the students profile.

Skyward SANTA FE HIGH (001)

Home ▾ Students Families Staff Student Services Food Service Office **Administration** Educator Access Plus Advanced Features Federal/State Reporting Custom Reports

Quick Entry ☆

Receipt Quick Entry | School Year: 2015-16

* Payor: DOE JOH000 ▾ JOHN DOE Cur Yr Receipt | Entity: 001 | Rcpt: **Non-Waiver** [Change Settings]

Deposit: lindsey.foley * Payment Date: 09/01/2015 ▾ Check #: Check Amnt: Amount Tendered: 0.00

Receipt: 111 [?] Check Amnt: 0.00 Payment Amount: 0.00

* Bill Code: CHECK ▾ Check Change: 0.00

Comment: Rcpt Quick Entry Amount Due: 10.00

Maximum characters: 110, Remaining characters: 94

Charges | Pay Plan

Due Date ▴	Eff. Date	Bill Code	Description	Amount	Apply	Paid	Comment
09/01/2015	09/01/2015	LOST ID	Lost ID	10.00	0.00	0.00	

1 records displayed

All arrows point to cells that must be completed. Once you enter an "Amount Tendered" it will apply it to a charge below.

Bill Codes | Select By: ▾ Code ▾ Description ▾ List ▾ Add Fee to: *DOE, JOHN ▾

Bill Codes: ▾ Add to List

Bill codes to add to Charges browse

Code	Type	Description	Amount

Activity Fees
Course Fees
Fee Groups
Existing Fees

Remove Selected
Remove All
Load Pay Plans

Create & Select New Payor
Create & Remain on Current Payor
Back
PDF
Options
User Preferences

225

QUICK ENTRY: FEES/FINES

SANTA FE HIGH (001)

Home Students Families Staff Student Service

Quick Entry

Receipt Quick Entry [School Year: 2015-16]

* Payor:

Asterisk (*) denotes a required field

Print
Back

Date: 09/01/2015
Receipt #: 111
Payment Type: CHECK
Check #: 54789 Amt: 10.00

Payor: DOE, JOHN
Grade: 09

Code	Description	Charge	Previous Payments	Current Payment	Tax Paid	Balance Due
1.000 TH	1.000 TH	10.00	0.00	10.00	0.00	0.00
Entered By: lindsey.foley						

Amount Tendered: 10.00
Amount Paid: 10.00
Change Returned: 0.00
Balance Due: 0.00

Enter a receipt to generate for the payment received for the outstanding fee/fine. Click "Back" to finish.

125%

Back
Options
User Preferences

*Please know that this is just a sample for instructions only.

– SANTA FE ISD – REVTRAK WEB STORE REQUEST

Employee Requesting:

Employee Title:

Campus / Department:

Campus / Department Bookkeeper E-mail:

Club / Organization / Sport:

Fee Name:

Cost:

Account Code:

Account Code Description:

Description to Appear on Web Store:
(Ex. Purchase your Indians Soccer Uniform)

Web Store Start Date:

Web Store End Date:

Information to be Collected From Customer:
(Ex. Students Last Name, First Name, and Grade)

(Signature of Employee Requesting)

(Date)

(Signature of Campus Principal / Department Administrator)

(Date)

Please send to Marianne Junco in the Business Department once request has been approved by your Campus Principal and/or Department Administrator.

Santa Fe ISD – Accounts Payable Calendar

2020-2021 School Year

July 2020						
Su	M	Tu	W	Th	F	S
			1	2	1	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2020						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2020						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2020						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2020						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2020						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2021						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	24
28						

March 2021						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

-  No Check Run This Week
-  Deadline at 2pm
-  AP Check Run
-  Early Release Days that will affect AP Due Dates
-  District Observed Day Off

AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT

I hereby authorize Santa Fe I.S.D. to initiate Direct Deposit to the account indicated below:

(Please Print)

Legal Name: Last _____ First _____ MI _____

Social Security Number: _____ -- _____ -- _____ Phone # _____

PRIMARY ACCOUNT -

Type of Account (Check One): _____ Checking _____ Savings

Account Number: _____

Name of Bank: _____

Bank Transit Number (Routing Number)/ABA Number: _____

SECONDARY ACCOUNT (SAV1) –

Secondary

AMOUNT to Split to

\$ _____ Per Pay Period

Type of Account (Check One): _____ Checking _____ Savings

Account Number: _____

Name of Bank: _____

Bank Transit Number (Routing Number)/ABA Number: _____

Please read the following before signing:

Your first payroll check will be a paper check so that the account can pre-note with the bank. If the pre-note is successful, your second payroll check should be direct deposited.

The employee will be responsible for the accuracy of their account numbers and bank routing numbers. The Payroll Department will not verify this with your bank. Please contact your financial institution to confirm these numbers before completing this form. We will not process incomplete forms; they will be returned to you. It takes approximately 30 days to activate your Direct Deposit. Direct deposit is mandatory for all employees.

Please Attach a voided check or letter from the bank including employee's name, account number and routing number.

Signature: _____ Date: _____

☐ Cancel direct deposit _____

Revised 9/2015

TrueTime – Timesheet Processing

In order for Payroll Personnel to process timesheets through payroll, those timesheets would first need to be submitted by employees and reviewed/approved by supervisors. These submissions and approvals must be done in a timely manner so as to not interrupt the process of creating a payroll.

Best Practice

Skyward recommends that employees submit their timesheets immediately after their last punch out for the workweek. This ensures that supervisors have ample time to review and approve/deny those timesheets.

Outcome

- Timesheets are readily available for supervisors to review and approve/deny.
- Allows supervisors time to sufficiently review timesheets before approving/denying.
- Allows employees time to fix and re-submit a denied timesheet.
- Makes approved timesheets available to be pulled into the payroll process.

Application

Submitting an Employee Time Sheet

1. Unsubmitted Time Sheets are time sheets that have not been submitted by the employee to their supervisor for approval.
 - a. Time Sheets for the completed pay period can be submitted from the Unsubmitted Time Sheets browse.
2. Employees will navigate to Employee Access > TrueTime > My Time Sheets.
 - a. Click on Unsubmitted.
 - b. Highlight time sheet to be submitted for approval.
 - c. Click Submit Time Sheet.
 - d. Review Time Sheet punches.
 - i. The Period Summary, Daily Totals, and Adjustments display on the time sheet.
 1. Adjustments are any punches that were Added, Edited, or Deleted manually.
 - e. Click Submit Time Sheet.
 - i. Review Time Sheet Submission Information.
 1. The system will display a message indicating the time sheet has been successfully submitted.
 2. Click Save.
 3. Time Sheet has now been submitted for approval.

Reviewing an Unapproved Time Sheet

1. Supervisors (as identified by the TrueTime Org Chart) will have access to review their employees' Unsubmitted Time Sheets.
2. Supervisor will navigate to Employee Access > TrueTime > My Employees Time Sheets > Unapproved.
 - a. A list of the supervisor's employees with unapproved time sheets will display.
 - b. Click the Views button to select to view different information based on Name or Org Chart.
 - i. The views can be modified to display information such as Workweek Totals, Time Sheet History, or Adjustments.

- c. Click the Filters button to show statuses such as: All Unapproved, Waiting for Higher Approval, Waiting for Lower Approval, and Waiting for My Approval.
- d. Expand the employee record to view the details for Time Sheet Information, Workweek Totals, Time Sheet Detail, Time Sheet History, and Adjustments.
 - i. To view or modify individual day transactions, click the date in the Workweek Totals area.
 - ii. Several browse views can be set to display the Time Sheet Colors.
 1. Time sheets can be set to display in different colors (based on the Timekeeping Rules) showing time sheets that are over/under the employee schedule, edited transactions, and/or 11:59 pm records.
 2. Click the Time Sheet Colors button to display what each color represents.

Individually Approving Unapproved Time Sheets

1. Supervisors (as identified by the Org Chart) will have access to review and approve/deny their employees' Unapproved Timesheets.
2. Navigate to Employee Access > TrueTime > My Employees Time Sheets > Unapproved.
 - a. To individually approve or deny a time sheet, highlight the time sheet in the browse and click View/Approve/Deny Individual Time Sheet.
 - b. The Period Summary, Daily Totals, and Adjustments of the time sheet will display.
 - i. Click the Approve button to approve the time sheet.
 1. Verify the Approval Options is set to Approve.
 - a. Approval Notes can also be entered.
 2. Click Save when finished.
 - ii. Click the Deny button to deny the time sheet.
 1. Verify the Approval Options is set to Deny.
 - a. Denial Notes can also be entered.
 2. Click Save when finished.
 - iii. Click the Print button to print a hard copy of the time sheet.
 - c. The Time Sheet History area will display the approval history of the time sheet.

Mass Approve Unapproved Time Sheets

1. Supervisors (as identified by the Org Chart) will have access to Mass Approve their employees' Unapproved Timesheets.
2. Navigate to Employee Access > TrueTime > My Employees Time Sheets > Unapproved.
 - a. To approve time sheets for several employees, click Mass Approve Time Sheets Waiting For My Approval.
 - b. A list of Time Sheets will display.
 - i. Time sheets can be mass approved by individually selecting each time sheet or by using the Select All/Unselect All Displayed Time Sheets buttons.
 - ii. Once the time sheets are selected, click Mass Approve Selected Time Sheets button.
 1. NOTE: Time Sheets that have employee notes attached cannot be mass approved.
 - a. These time sheets will need to be individually approved.

- iii. Click the Print Selected Time Sheets button to print a hard copy of the time sheets.
 1. This is an optional step.
- c. The Time Sheet History area will display the approval history of the time sheet.

Mass Print Time Sheets

1. Supervisors (as identified by the Org Chart) will have access to Mass Print their employees' Unapproved Timesheets.
2. Navigate to Employee Access > TrueTime > My Employees Time Sheets > Unapproved.
 - a. A list of the Supervisor's employees with unapproved time sheets will display.
 - b. Click the Mass Print Time Sheets button to print a hard copy report of the time sheets.
 - i. Time Sheets with the following statuses will display on the report:
WFM – Waiting for My Approval, WFL – Waiting for Lower Approval, WFH – Waiting for Higher Approval, and WFO – Waiting for Other Approval.
 1. Denied time sheets will not print on this report.
 - ii. Click the My Employees link to individually select your employees' time sheets that need to be mass printed.
 1. Enter the Start Date and End Date.
 2. Click Print.
 - c. A report of the employees' Time Sheet Details will display.

SANTA FE INDEPENDENT SCHOOL DISTRICT
EXTRA DUTY PAY VOUCHER

Assigned Campus

Legal Name of Employee

Mailing Address

City, State, Zip Code

PLEASE PRINT

Social Security Number

Job Duty (Ticket Taker, Curriculum Writing, etc.)

Date(s) Time(s) Employed for Extra Duty

Employee's Signature

Printed Name

Supervisor's Signature

Budget Manager's Signature

Amount to be Paid

* Date Paid

Account Number

****For bookkeeping records- Payroll Department will complete date paid**

SANTA FE ISD

RETIREE TIMESHEET

Employee Name _____

Department _____

Month / Year _____

DATE		HOURS WORKED	WEEKLY TOTAL
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

MONTHLY TOTAL

Employee Signature _____

Date _____

Supervisor Signature _____

Date _____

Employee's Withholding Certificate

OMB No. 1545-0074

- ▶ **Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.**
 ▶ **Give Form W-4 to your employer.**
 ▶ **Your withholding is subject to review by the IRS.**

2020**Step 1:
Enter
Personal
Information**

(a) First name and middle initial	Last name	(b) Social security number
Address		▶ Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov .
City or town, state, and ZIP code		
(c) ☐ Single or Married filing separately ☐ Married filing jointly (or Qualifying widow(er)) ☐ Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)		

Complete Steps 2–4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the online estimator, and privacy.

**Step 2:
Multiple Jobs
or Spouse
Works**

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do **only one** of the following.

- (a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3–4); **or**
 (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; **or**
 (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld ▶ ☐

TIP: To be accurate, submit a 2020 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

Complete Steps 3–4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3–4(b) on the Form W-4 for the highest paying job.)

**Step 3:
Claim
Dependents**

If your income will be \$200,000 or less (\$400,000 or less if married filing jointly):

Multiply the number of qualifying children under age 17 by \$2,000 ▶ \$ _____

Multiply the number of other dependents by \$500 ▶ \$ _____

Add the amounts above and enter the total here **3** \$ _____

**Step 4
(optional):
Other
Adjustments**

(a) **Other income (not from jobs).** If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income **4(a)** \$ _____

(b) **Deductions.** If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here **4(b)** \$ _____

(c) **Extra withholding.** Enter any additional tax you want withheld each **pay period** . **4(c)** \$ _____

**Step 5:
Sign
Here**

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

▶ **Employee's signature** (This form is not valid unless you sign it.) ▶ **Date**

**Employers
Only**

Employer's name and address	First date of employment	Employer identification number (EIN)
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General Instructions

Future Developments

For the latest information about developments related to Form W-4, such as legislation enacted after it was published, go to www.irs.gov/FormW4.

Purpose of Form

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. If too little is withheld, you will generally owe tax when you file your tax return and may owe a penalty. If too much is withheld, you will generally be due a refund. Complete a new Form W-4 when changes to your personal or financial situation would change the entries on the form. For more information on withholding and when you must furnish a new Form W-4, see Pub. 505.

Exemption from withholding. You may claim exemption from withholding for 2020 if you meet both of the following conditions: you had no federal income tax liability in 2019 **and** you expect to have no federal income tax liability in 2020. You had no federal income tax liability in 2019 if (1) your total tax on line 16 on your 2019 Form 1040 or 1040-SR is zero (or less than the sum of lines 18a, 18b, and 18c), or (2) you were not required to file a return because your income was below the filing threshold for your correct filing status. If you claim exemption, you will have no income tax withheld from your paycheck and may owe taxes and penalties when you file your 2020 tax return. To claim exemption from withholding, certify that you meet both of the conditions above by writing "Exempt" on Form W-4 in the space below Step 4(c). Then, complete Steps 1a, 1b, and 5. Do not complete any other steps. You will need to submit a new Form W-4 by February 16, 2021.

Your privacy. If you prefer to limit information provided in Steps 2 through 4, use the online estimator, which will also increase accuracy.

As an alternative to the estimator: if you have concerns with Step 2(c), you may choose Step 2(b); if you have concerns with Step 4(a), you may enter an additional amount you want withheld per pay period in Step 4(c). If this is the only job in your household, you may instead check the box in Step 2(c), which will increase your withholding and significantly reduce your paycheck (often by thousands of dollars over the year).

When to use the estimator. Consider using the estimator at www.irs.gov/W4App if you:

1. Expect to work only part of the year;
2. Have dividend or capital gain income, or are subject to additional taxes, such as the additional Medicare tax;
3. Have self-employment income (see below); or
4. Prefer the most accurate withholding for multiple job situations.

Self-employment. Generally, you will owe both income and self-employment taxes on any self-employment income you receive separate from the wages you receive as an employee. If you want to pay these taxes through withholding from your wages, use the estimator at www.irs.gov/W4App to figure the amount to have withheld.

Nonresident alien. If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Specific Instructions

Step 1(c). Check your anticipated filing status. This will determine the standard deduction and tax rates used to compute your withholding.

Step 2. Use this step if you (1) have more than one job at the same time, or (2) are married filing jointly and you and your spouse both work.

Option **(a)** most accurately calculates the additional tax you need to have withheld, while option **(b)** does so with a little less accuracy.

If you (and your spouse) have a total of only two jobs, you may instead check the box in option **(c)**. The box must also be checked on the Form W-4 for the other job. If the box is checked, the standard deduction and tax brackets will be cut in half for each job to calculate withholding. This option is roughly accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld, and this extra amount will be larger the greater the difference in pay is between the two jobs.



Multiple jobs. Complete Steps 3 through 4(b) on only one Form W-4. Withholding will be most accurate if you do this on the Form W-4 for the highest paying job.

Step 3. Step 3 of Form W-4 provides instructions for determining the amount of the child tax credit and the credit for other dependents that you may be able to claim when you file your tax return. To qualify for the child tax credit, the child must be under age 17 as of December 31, must be your dependent who generally lives with you for more than half the year, and must have the required social security number. You may be able to claim a credit for other dependents for whom a child tax credit can't be claimed, such as an older child or a qualifying relative. For additional eligibility requirements for these credits, see Pub. 972, Child Tax Credit and Credit for Other Dependents. You can also include **other tax credits** in this step, such as education tax credits and the foreign tax credit. To do so, add an estimate of the amount for the year to your credits for dependents and enter the total amount in Step 3. Including these credits will increase your paycheck and reduce the amount of any refund you may receive when you file your tax return.

Step 4 (optional).

Step 4(a). Enter in this step the total of your other estimated income for the year, if any. You shouldn't include income from any jobs or self-employment. If you complete Step 4(a), you likely won't have to make estimated tax payments for that income. If you prefer to pay estimated tax rather than having tax on other income withheld from your paycheck, see Form 1040-ES, Estimated Tax for Individuals.

Step 4(b). Enter in this step the amount from the Deductions Worksheet, line 5, if you expect to claim deductions other than the basic standard deduction on your 2020 tax return and want to reduce your withholding to account for these deductions. This includes both itemized deductions and other deductions such as for student loan interest and IRAs.

Step 4(c). Enter in this step any additional tax you want withheld from your pay **each pay period**, including any amounts from the Multiple Jobs Worksheet, line 4. Entering an amount here will reduce your paycheck and will either increase your refund or reduce any amount of tax that you owe.

Step 2(b)—Multiple Jobs Worksheet (Keep for your records.)

If you choose the option in Step 2(b) on Form W-4, complete this worksheet (which calculates the total extra tax for all jobs) on **only ONE** Form W-4. Withholding will be most accurate if you complete the worksheet and enter the result on the Form W-4 for the highest paying job.

Note: If more than one job has annual wages of more than \$120,000 or there are more than three jobs, see Pub. 505 for additional tables; or, you can use the online withholding estimator at www.irs.gov/W4App.

- 1 Two jobs.** If you have two jobs or you're married filing jointly and you and your spouse each have one job, find the amount from the appropriate table on page 4. Using the "Higher Paying Job" row and the "Lower Paying Job" column, find the value at the intersection of the two household salaries and enter that value on line 1. Then, **skip** to line 3 **1** \$ _____
- 2 Three jobs.** If you and/or your spouse have three jobs at the same time, complete lines 2a, 2b, and 2c below. Otherwise, skip to line 3.
 - a** Find the amount from the appropriate table on page 4 using the annual wages from the highest paying job in the "Higher Paying Job" row and the annual wages for your next highest paying job in the "Lower Paying Job" column. Find the value at the intersection of the two household salaries and enter that value on line 2a **2a** \$ _____
 - b** Add the annual wages of the two highest paying jobs from line 2a together and use the total as the wages in the "Higher Paying Job" row and use the annual wages for your third job in the "Lower Paying Job" column to find the amount from the appropriate table on page 4 and enter this amount on line 2b **2b** \$ _____
 - c** Add the amounts from lines 2a and 2b and enter the result on line 2c **2c** \$ _____
- 3** Enter the number of pay periods per year for the highest paying job. For example, if that job pays weekly, enter 52; if it pays every other week, enter 26; if it pays monthly, enter 12, etc. **3** _____
- 4 Divide** the annual amount on line 1 or line 2c by the number of pay periods on line 3. Enter this amount here and in **Step 4(c)** of Form W-4 for the highest paying job (along with any other additional amount you want withheld) **4** \$ _____

Step 4(b)—Deductions Worksheet (Keep for your records.)

- 1** Enter an estimate of your 2020 itemized deductions (from Schedule A (Form 1040 or 1040-SR)). Such deductions may include qualifying home mortgage interest, charitable contributions, state and local taxes (up to \$10,000), and medical expenses in excess of 10% of your income **1** \$ _____
- 2** Enter: $\left\{ \begin{array}{l} \bullet \$24,800 \text{ if you're married filing jointly or qualifying widow(er)} \\ \bullet \$18,650 \text{ if you're head of household} \\ \bullet \$12,400 \text{ if you're single or married filing separately} \end{array} \right\}$ **2** \$ _____
- 3** If line 1 is greater than line 2, subtract line 2 from line 1. If line 2 is greater than line 1, enter "-0-" . . . **3** \$ _____
- 4** Enter an estimate of your student loan interest, deductible IRA contributions, and certain other adjustments (from Schedule 1 (Form 1040 or 1040-SR)). See Pub. 505 for more information . . . **4** \$ _____
- 5 Add** lines 3 and 4. Enter the result here and in **Step 4(b)** of Form W-4 **5** \$ _____

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. Internal Revenue Code sections 3402(f)(2) and 6109 and their regulations require you to provide this information; your employer uses it to determine your federal income tax withholding. Failure to provide a properly completed form will result in your being treated as a single person with no other entries on the form; providing fraudulent information may subject you to penalties. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation; to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws; and to the Department of Health and Human Services for use in the National Directory of New Hires. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.

Married Filing Jointly or Qualifying Widow(er)

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$0	\$220	\$850	\$900	\$1,020	\$1,020	\$1,020	\$1,020	\$1,020	\$1,210	\$1,870	\$1,870
\$10,000 - 19,999	220	1,220	1,900	2,100	2,220	2,220	2,220	2,220	2,410	3,410	4,070	4,070
\$20,000 - 29,999	850	1,900	2,730	2,930	3,050	3,050	3,050	3,240	4,240	5,240	5,900	5,900
\$30,000 - 39,999	900	2,100	2,930	3,130	3,250	3,250	3,440	4,440	5,440	6,440	7,100	7,100
\$40,000 - 49,999	1,020	2,220	3,050	3,250	3,370	3,570	4,570	5,570	6,570	7,570	8,220	8,220
\$50,000 - 59,999	1,020	2,220	3,050	3,250	3,570	4,570	5,570	6,570	7,570	8,570	9,220	9,220
\$60,000 - 69,999	1,020	2,220	3,050	3,440	4,570	5,570	6,570	7,570	8,570	9,570	10,220	10,220
\$70,000 - 79,999	1,020	2,220	3,240	4,440	5,570	6,570	7,570	8,570	9,570	10,570	11,220	11,240
\$80,000 - 99,999	1,060	3,260	5,090	6,290	7,420	8,420	9,420	10,420	11,420	12,420	13,260	13,460
\$100,000 - 149,999	1,870	4,070	5,900	7,100	8,220	9,320	10,520	11,720	12,920	14,120	14,980	15,180
\$150,000 - 239,999	2,040	4,440	6,470	7,870	9,190	10,390	11,590	12,790	13,990	15,190	16,050	16,250
\$240,000 - 259,999	2,040	4,440	6,470	7,870	9,190	10,390	11,590	12,790	13,990	15,520	17,170	18,170
\$260,000 - 279,999	2,040	4,440	6,470	7,870	9,190	10,390	11,590	13,120	15,120	17,120	18,770	19,770
\$280,000 - 299,999	2,040	4,440	6,470	7,870	9,190	10,720	12,720	14,720	16,720	18,720	20,370	21,370
\$300,000 - 319,999	2,040	4,440	6,470	8,200	10,320	12,320	14,320	16,320	18,320	20,320	21,970	22,970
\$320,000 - 364,999	2,720	5,920	8,750	10,950	13,070	15,070	17,070	19,070	21,290	23,590	25,540	26,840
\$365,000 - 524,999	2,970	6,470	9,600	12,100	14,530	16,830	19,130	21,430	23,730	26,030	27,980	29,280
\$525,000 and over	3,140	6,840	10,170	12,870	15,500	18,000	20,500	23,000	25,500	28,000	30,150	31,650

Single or Married Filing Separately

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$460	\$940	\$1,020	\$1,020	\$1,470	\$1,870	\$1,870	\$1,870	\$1,870	\$2,040	\$2,040	\$2,040
\$10,000 - 19,999	940	1,530	1,610	2,060	3,060	3,460	3,460	3,460	3,640	3,830	3,830	3,830
\$20,000 - 29,999	1,020	1,610	2,130	3,130	4,130	4,540	4,540	4,720	4,920	5,110	5,110	5,110
\$30,000 - 39,999	1,020	2,060	3,130	4,130	5,130	5,540	5,720	5,920	6,120	6,310	6,310	6,310
\$40,000 - 59,999	1,870	3,460	4,540	5,540	6,690	7,290	7,490	7,690	7,890	8,080	8,080	8,080
\$60,000 - 79,999	1,870	3,460	4,690	5,890	7,090	7,690	7,890	8,090	8,290	8,480	9,260	10,060
\$80,000 - 99,999	2,020	3,810	5,090	6,290	7,490	8,090	8,290	8,490	9,470	10,460	11,260	12,060
\$100,000 - 124,999	2,040	3,830	5,110	6,310	7,510	8,430	9,430	10,430	11,430	12,420	13,520	14,620
\$125,000 - 149,999	2,040	3,830	5,110	7,030	9,030	10,430	11,430	12,580	13,880	15,170	16,270	17,370
\$150,000 - 174,999	2,360	4,950	7,030	9,030	11,030	12,730	14,030	15,330	16,630	17,920	19,020	20,120
\$175,000 - 199,999	2,720	5,310	7,540	9,840	12,140	13,840	15,140	16,440	17,740	19,030	20,130	21,230
\$200,000 - 249,999	2,970	5,860	8,240	10,540	12,840	14,540	15,840	17,140	18,440	19,730	20,830	21,930
\$250,000 - 399,999	2,970	5,860	8,240	10,540	12,840	14,540	15,840	17,140	18,440	19,730	20,830	21,930
\$400,000 - 449,999	2,970	5,860	8,240	10,540	12,840	14,540	15,840	17,140	18,450	19,940	21,240	22,540
\$450,000 and over	3,140	6,230	8,810	11,310	13,810	15,710	17,210	18,710	20,210	21,700	23,000	24,300

Head of Household

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$0	\$830	\$930	\$1,020	\$1,020	\$1,020	\$1,480	\$1,870	\$1,870	\$1,930	\$2,040	\$2,040
\$10,000 - 19,999	830	1,920	2,130	2,220	2,220	2,680	3,680	4,070	4,130	4,330	4,440	4,440
\$20,000 - 29,999	930	2,130	2,350	2,430	2,900	3,900	4,900	5,340	5,540	5,740	5,850	5,850
\$30,000 - 39,999	1,020	2,220	2,430	2,980	3,980	4,980	6,040	6,630	6,830	7,030	7,140	7,140
\$40,000 - 59,999	1,020	2,530	3,750	4,830	5,860	7,060	8,260	8,850	9,050	9,250	9,360	9,360
\$60,000 - 79,999	1,870	4,070	5,310	6,600	7,800	9,000	10,200	10,780	10,980	11,180	11,580	12,380
\$80,000 - 99,999	1,900	4,300	5,710	7,000	8,200	9,400	10,600	11,180	11,670	12,670	13,580	14,380
\$100,000 - 124,999	2,040	4,440	5,850	7,140	8,340	9,540	11,360	12,750	13,750	14,750	15,770	16,870
\$125,000 - 149,999	2,040	4,440	5,850	7,360	9,360	11,360	13,360	14,750	16,010	17,310	18,520	19,620
\$150,000 - 174,999	2,040	5,060	7,280	9,360	11,360	13,480	15,780	17,460	18,760	20,060	21,270	22,370
\$175,000 - 199,999	2,720	5,920	8,130	10,480	12,780	15,080	17,380	19,070	20,370	21,670	22,880	23,980
\$200,000 - 249,999	2,970	6,470	8,990	11,370	13,670	15,970	18,270	19,960	21,260	22,560	23,770	24,870
\$250,000 - 349,999	2,970	6,470	8,990	11,370	13,670	15,970	18,270	19,960	21,260	22,560	23,770	24,870
\$350,000 - 449,999	2,970	6,470	8,990	11,370	13,670	15,970	18,270	19,960	21,260	22,560	23,900	25,200
\$450,000 and over	3,140	6,840	9,560	12,140	14,640	17,140	19,640	21,530	23,030	24,530	25,940	27,240